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**MEMORANDUM OF UNDERSTANDING NO. 1  
FOR JOINT SUBMISSION TO THE CITY COUNCIL  
REGARDING THE  
ADMINISTRATIVE UNIT**

**THIS MEMORANDUM OF UNDERSTANDING (hereinafter "MOU") made and  
entered into this 2<sup>nd</sup> day of June 2003.**

**BY AND BETWEEN**

**THE HEADS OF DEPARTMENTS, OFFICES OR BUREAUS REPRESENTED HEREIN  
AND THE CITY ADMINISTRATIVE OFFICER (hereinafter referred to as  
"Management")**

**AND THE**

**ENGINEERS AND ARCHITECTS ASSOCIATION, (hereinafter referred to as  
"Association")**

## **TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b>1.0    <u>GENERAL PROVISIONS</u></b>	
1.1    Recognition	1
1.2    Parties to Memorandum of Understanding	1
1.3    Implementation of Memorandum of Understanding	1
1.4    Full Understanding	1
1.5    Term	1
1.6    Calendar for Successor Memorandum of Understanding	1
1.7    Obligation to Support	3
1.8    Savings Clause	3
1.9    Management Rights	3
1.10   City-Association Relationship	4
1.11   Release Time	5
1.12   Amendment of MOU to Include New Classes	6
 <b>2.0    <u>ASSOCIATION SECURITY</u></b>	
2.1    Unit Membership List	6
2.2    New Employee Information	7
2.3    Work Access	7
2.4    Use of City Facilities	8
2.5    Bulletin Boards	8
2.6    Actions by Employee Relations Board	9
2.7    Employment Opportunities	9
2.8    Legislative Check-Off	9
2.9    Agency Shop	10
 <b>3.0    <u>GRIEVANCES</u></b>	
3.1    Grievance Procedure	13
3.2    Grievance Representation	18
3.3    Grievances of Suspensions	19
 <b>4.0    <u>ON THE JOB</u></b>	
4.1    Safety	19
4.2    Personnel Folders	20
4.3    Out-of-Class Assignments	21
4.4    Rest Period	21

## **TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b>4.0    <u>ON THE JOB</u></b>	
4.5    Rain Gear	22
4.6    Telecommuting	22
<b>5.0    <u>WORK SCHEDULES</u></b>	
5.1    Work Schedule	22
5.2    Deployment Period (Police Department)	23
5.3    72-Hour Schedule	24
<b>6.0    <u>COMPENSATION</u></b>	
6.1    Salaries	24
6.2    Overtime	25
6.3    Shift Differential	26
6.4    Bilingual Differential	26
6.5    Sign Language Premium	27
6.6    Court Appearances	27
6.7    Civic Duty	29
6.8    Jury Service	30
6.9    Military Leave	30
6.10    Mileage	30
6.11    Disturbance Calls	31
6.12    On-Call/Standby Compensation	32
6.13    Temporary Supervisory Pay	33
6.14    Call Back Pay	33
<b>7.0    <u>BENEFITS</u></b>	
7.1    Health and Dental Plans	34
7.2    Retirement Benefits	38
7.3    Sick Leave Benefits	39
7.4    Family Illness	42
7.5    Holidays and Holiday Pay	43
7.6    Vacation	45
7.7    Bereavement Leave	46
7.8    Family and Medical Leave	47
7.9    Parking	54

## **TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b>7.0    <u>BENEFITS</u></b>	
7.10   Disability Insurance Plan	55
7.11   Dependent Care Reimbursement Account	55
7.12   Employee Assistance Program	55
7.13   Workers' Compensation	56
 <b>Appendix A</b> Salaries effective 7/1/01	
<b>Appendix B</b> Salaries effective 1/1/02	
<b>Appendix C</b> Salaries effective 7/1/02	
<b>Appendix D</b> Salaries effective 1/1/03	
<b>Appendix E</b> Salaries effective 7/1/03	
<b>Appendix F</b> Salaries effective 1/1/04	

## **ARTICLE 1.0        GENERAL PROVISIONS**

### **ARTICLE 1.1        RECOGNITION**

Management hereby recognizes the Engineers and Architects Association (EAA), as the exclusive representative of the employees in the Administrative Unit, for which EAA was certified as the majority representative by the Employee Relations Board on June 17, 1980. EAA shall be the exclusive representative of employees in the Administrative Unit, subject to the right of each employee to represent himself/herself. The term "employee," as used herein, shall refer only to employees in the classifications listed in Appendices A through F, Salaries, as well as such classes as may be added hereafter to the Unit by the Employee Relations Board.

### **ARTICLE 1.2        PARTIES TO MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on June 2<sup>nd</sup>, 2003 by the City Administrative Officer, as authorized management representative of the City Council, and the authorized management representatives of the Los Angeles World Airports Department, Departments of Aging, Animal Services, Los Angeles Department of Building and Safety, City Administrative Officer, City Attorney's Office, City Clerk's Office, Los Angeles City Employees' Retirement System (LACERS), Community Development, Controller's Office, Cultural Affairs, Environmental Affairs, Housing, Information Technology Agency, Fire, General Services, Harbor, Library, Convention Center, Neighborhood Empowerment, Fire and Police Pensions, Personnel, Planning, Police, Public Works, Recreation and Parks, Transportation, Treasurer's Office, Office of Finance (hereinafter referred to as "Management") and authorized representatives of the Engineers and Architects Association (hereinafter referred to as "Association") as the exclusive recognized employee organization for the Administrative Unit.

### **ARTICLE 1.3        IMPLEMENTATION OF MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding constitutes a joint recommendation of Management and the Association. It shall not be binding in whole or in part on the parties listed below unless and until:

- A. The Association has notified the City Administrative Officer in writing that it has approved this Memorandum of Understanding in its entirety, and the City Administrative Officer has notified the Association in writing that the heads of those departments, offices or bureaus represented herein have approved this Memorandum of Understanding in its entirety in the manner required by law; and

B. The City Council has approved this Memorandum of Understanding in its entirety.

Where resolutions, ordinances or amendments to applicable codes are required, this Memorandum of Understanding shall not be binding, in whole or in part, until all such resolutions, ordinances, or amendments become effective.

#### **ARTICLE 1.4 FULL UNDERSTANDING**

Management and the Association acknowledge that during the meet and confer process, each had the unlimited right and the opportunity to make demands and proposals on any subject within the scope of representation and that this MOU constitutes the full and entire understanding of the parties regarding all such demands and proposals. The parties mutually understand that any prior or existing understandings or agreements by the parties, whether formal or informal, are hereby superseded or terminated.

The parties mutually agree that this MOU may not be opened at any time during its term for any reason, except by mutual consent of the parties hereto.

It is mutually understood that any changes mutually agreed to shall not be binding upon the parties unless and until they have been implemented in accordance with Article 1.3.

The waiver or breach of any term or condition of this MOU by any party hereto, shall not constitute a precedent in the future enforcement of any of its terms and provisions.

#### **ARTICLE 1.5 TERM**

The term of this MOU shall commence on the date when the terms and conditions for its effectiveness, as set forth in Article 1.3, implementation of Memorandum of Understanding, are fully met, but in no event shall said MOU become effective prior to 12:01 a.m. on July 1, 2001. This MOU shall expire and otherwise be fully terminated at 11:59 p.m. on June 30, 2004.

#### **ARTICLE 1.6 CALENDAR FOR SUCCESSOR MEMORANDUM OF UNDERSTANDING**

In the event the Association or Management desires a successor MOU, said party shall serve upon the other no later than March 1, 2004, its written proposals including proposals for fringe benefits for such successor MOU. The Association's salary proposals may be presented to Management subsequent to the presentation of the rest of the proposals, but not later than April 1, 2004. Meet and confer sessions shall begin no later than thirty (30) calendar days following the receipt of the Association's proposals including the salary proposal.

## **ARTICLE 1.7      OBLIGATION TO SUPPORT**

During the period of time the proposed MOU is being considered by the Mayor, City Council, Council Committees, or the Commissions of those departments where the Commission is the Department head, neither the Association nor Management, nor their authorized representatives, will appear before the Mayor, City Council, Council Committees, or said Commissions, nor meet with the members of the City Council or said Commissioners individually to advocate any addition or deletion to the terms and conditions of this MOU. However, this Article shall not preclude the parties from appearing before the Mayor, City Council, Council Committees or said Commissions, nor meeting with individual members of the City Council or said Commissioners to advocate or urge the adoption of this MOU.

## **ARTICLE 1.8      SAVINGS CLAUSE**

If any term or provision of this MOU is found to be in conflict with any City, State or Federal law, the parties agree to meet promptly, and as often as necessary, to expeditiously renegotiate this term or provision.

All other terms and provisions of this MOU shall remain in full force and effect during the period of such renegotiations and thereafter until their normal expiration date.

The parties understand that many of the employees covered by this MOU may also be covered by the Fair Labor Standards Act of 1938, as amended, 29 U.S.C. Section 210 et. Seq. (FLSA). To the extent that any provision herein conflicts with the FLSA, employees covered by the FLSA shall receive benefits required thereunder and any additional benefits set forth herein if compatible with the FLSA.

## **ARTICLE 1.9      MANAGEMENT RIGHTS**

As the responsibility for the management of the City and direction of its work force is vested exclusively in its City officials and department heads whose powers and duties are specified by law, it is mutually understood that except as specifically set forth herein no provisions in this MOU shall be deemed to limit or curtail the City officials and department heads in any way in the exercise of the rights, powers and authority which they had prior to the effective date of this MOU. The Association recognizes that these rights, powers, and authority include but are not limited to, the right to determine the mission of its constituent departments, offices and boards, set standards of services to be offered to the public, exercise control and discretion over the City's organization and operations, take disciplinary action for proper cause, relieve City employees from duty because of lack of work, lack of funds or other legitimate reasons, determine the methods, means and personnel by which the City's operations are to be conducted, take all necessary actions



to maintain uninterrupted service to the community and carry out its mission in emergencies; provided, however, that the exercise of these rights does not preclude employees and their representatives from consulting or raising grievances about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.

## **ARTICLE 1.10 CITY - ASSOCIATION RELATIONSHIP**

### **A. Continuity of Service to the Public**

The City of Los Angeles is engaged in public services requiring continuous operations that are necessary to maintain the health and safety of all citizens. The obligation to maintain these public services is imposed both upon the City and the Association during the term of this MOU and the certification of the Association as the exclusive representative of the employees in this representation unit.

### **B. Mutual Pledge of Accord**

Inherent in the relationship between the City and its employees is the obligation of the City to deal justly and fairly with its employees and of the employees to cooperate with their fellow employees and the City in the performance of their public service obligation.

It is the purpose of this Memorandum of Understanding to promote and ensure harmonious relations, cooperation and understanding between the City and the employees represented by the Association and to establish and maintain proper standards of wages, hours and other terms or conditions of employment.

### **C. No Strike - No Lockout**

In consideration of the mutual desire of the parties to promote and ensure harmonious relations and in consideration of the Mutual Pledge of Accord, the City agrees that there shall be no lockout or the equivalent of members of the Association, and the Association and its members agree that there shall be no strike or other concerted action resulting in the withholding of service by the members during the term of this MOU. Should such a strike or concerted action by Association members occur, the Association shall immediately instruct its members to return to work. It is mutually understood and agreed that the City has the absolute right to impose discipline and, in that regard, shall have the right to take disciplinary action, including discharge, against any employee who participates in any manner in any strike or slowdown, withholding of services, picketing in support of a strike,

or other concerted action. The curtailing of operations by the City in whole or part for operational or economic reasons shall not be construed as a lockout.

The provisions of this Paragraph C shall not detract in any way from any restrictions imposed by law on strikes and other types of work stoppages by public employees.

## **ARTICLE 1.11     RELEASE TIME**

The appointing authority may grant to elected officers or appointed representatives of the Engineers and Architects Association time off for employee organization representation activities. No more than one employee in a Department or Bureau of the Department Public Works, and no more than six employees for all bargaining units, shall be allowed release time under this Article.

- A. The employee shall submit the request for release at least 21 calendar days prior to the effective release date, specifying the starting and ending dates of release.
- B. The employee shall be paid his/her current salary by the City while he/she is performing these duties for EAA.
- C. Employees shall retain all of their existing benefits, including, but not limited to medical, dental, deferred compensation plan, retirement benefits, and seniority accrual in their civil service class.
- D. The EAA shall reimburse the City for all documented actual salary and benefits costs incurred as a result of release time, including but not limited to, vacation, sick leave, compensated time off, retirement, short-term disability, life insurance, medical, dental, and workers' compensation. The benefits costs shall be based on the benefits rates established by the City Administrative Officer as contained in the City Budget in effect during the period of release time, and the cost of other benefits approved by the Joint Labor Management Benefits Committee that become effective during this period.
- E. Payment of any overtime worked while on release time shall be the responsibility of the EAA.
- F. The EAA shall make quarterly payments to the Controller of all reimbursable costs identified in Section D above.
- G. Employees on release time shall submit weekly time sheets (signed by the employee and the EAA Executive Director or Assistant Executive Director) to their

respective Departmental Personnel Officer specifying the number of hours worked, and use of any sick leave, vacation time or compensated time off.

- H. Should an employee incur a work-related injury while on release time, he/she shall remain on release time with the EAA during the period of injury-on-duty (IOD), or until the release time has ended, and shall continue to be counted in determining the six employee maximum, as provided for above.
- I. When the employee returns from release time, he/she shall return to his/her civil service classification and pay grade at the time of release.
- J. Release time shall be granted for a maximum of 12 months in any three-year period. Additional release time shall be permitted only with management's approval.
- K. The employee must have passed probation in his/her current class to be eligible for release time.
- L. The EAA shall indemnify, defend and hold the City and its officers and employees harmless against any and all claims, suits, demands or other forms of liability that might arise out of or result from any action taken by an employee in the service of the EAA.
- M. The City Administrative Officer shall maintain a list of employees who have been approved for release time and the approved duration.

## **ARTICLE 1.12      AMENDMENT OF MOU TO INCLUDE NEW CLASSES**

Upon written notification from the Office of the City Administrative Officer to the Controller, this MOU shall be amended to incorporate the class and salary of any class accreted to this bargaining unit after the adoption of this MOU.

## **ARTICLE 2.0      ASSOCIATION SECURITY**

### **ARTICLE 2.1      UNIT MEMBERSHIP LIST**

Within thirty (30) days from the effective date of this MOU and each thirty (30) days thereafter, Management will provide the Association with an alphabetized list of employees subject to this MOU, which will include each employee's name, employee number, class title, EAA membership status, and location by department and division, where such information is available. Home addresses shall be provided within sixty (60) days from the effective date of this MOU and each ninety (90) days thereafter.

Management will provide the Association in writing, within ninety (90) days from the effective date of this MOU and each ninety (90) days thereafter, an alphabetized list of employees subject to this MOU, grouped by class within departmental fund number and indicating each employee's name, employee number, class code, class title, membership status, and location by division, as applicable. This information will be provided either in the form of a computer tape or in a printed report as requested by the Association.

## **ARTICLE 2.2      NEW EMPLOYEE INFORMATION**

Management will provide each new employee covered by this MOU a printed notice containing the following information only:

1.      Your classification is included in one of the following units represented by the Engineers and Architects Association (EAA).
  - a.      Administrative Unit
  - b.      Technical Unit
  - c.      Supervisory Technical Unit
  - d.      Professional Engineering and Scientific Unit
  - e.      Supervisory Professional Engineering and Scientific Unit
  - f.      Supervisory Administrative Unit
2.      The Engineers and Architects Association (EAA) has been certified to meet and confer with Management on matters pertaining to your wages, hours of work, employee benefits and other terms and conditions of employment, and is the exclusive recognized employee organization for all employees in the units listed above.
3.      For additional information, contact EAA during off duty hours at 350 South Figueroa Street, Suite 600, Los Angeles, CA. 90071, Telephone (213) 620-6920.

Such notices shall be provided by the Association to City departments, offices, and bureaus.

## **ARTICLE 2.3      WORK ACCESS**

A full-time Association Staff Representative shall have access to the facilities of the departments, offices or bureaus represented herein during working hours for the purpose of assisting employees covered under this MOU in the adjusting of grievances when such Association assistance is requested by the grievant(s), or investigating matters arising out of the application of the provisions of this MOU. Said representative shall request authorization for such visit by contacting the designated representative of the head of the

department, office or bureau of the facility that the representative desires to visit. In the event immediate access cannot be authorized, the Association staff representative shall be informed as to the time when access can be granted.

The Association shall give to all heads of departments, offices or bureaus represented herein and to the City Administrative Officer a written list of its full-time Association Staff Representatives, which shall be kept current by the Association.

This Article shall not be construed as a limitation on the power of the head of a department, office or bureau to restrict access to areas designated as security or confidential.

#### **ARTICLE 2.4      USE OF CITY FACILITIES**

The Association shall be permitted to use City facilities on prior approval for the purpose of holding meetings to the extent that such facilities are available to the public, and to the extent that such use of the facility will not interfere with normal departmental operations. Participating employees will attend said meetings on their own time.

If the use of a facility normally requires a fee for rental or special set-up, security, and/or cleanup service, the Association will provide or assume the cost of such service(s) or facility.

#### **ARTICLE 2.5      BULLETIN BOARDS**

Each department agrees to provide a bulletin board or space at each work location which may be used by the Association for the following purposes:

- a.      Notices of Association meetings.
- b.      Notices of Association elections and their results.
- c.      Notices of Association recreational and social events.
- d.      Reports of official Association business.
- e.      Any other communication or written material which has received the prior approval of the departmental or bureau management representative, or his/her designee.

All notices or other communications prior to being posted shall be identified with an official stamp of the Association, initialed by a full-time Association staff representative, and if requested by Management, submitted to the management representative of a department, office or bureau for posting.

It is further agreed that the Association representative shall place a removal date on all materials to be posted.

## **ARTICLE 2.6      ACTIONS BY EMPLOYEE RELATIONS BOARD**

If any action(s) by the Employee Relations Board prior to the expiration of this MOU result in any significant changes to the composition of this representational unit, the parties to this MOU will meet as soon as possible thereafter to consider any revisions or amendments thereto that may be required.

## **ARTICLE 2.7      EMPLOYMENT OPPORTUNITIES**

The Personnel Department will mail to the Association copies of all recruitment bulletins. Tentative examination bulletins approved by the Head of the Examining Division of the Personnel Department will be mailed two (2) calendar days prior to the date that said bulletins are scheduled to be approved by the Civil Service Commission.

## **ARTICLE 2.8      LEGISLATIVE CHECK-OFF**

During the term of this MOU, a payroll deduction will be established by the Association for the purpose of allowing employees in this unit to contribute towards the Association's federal legislative activities.

Said contributions shall be deducted by the Controller from twenty-four (24) biweekly payroll checks of each employee in this unit who voluntarily consents to said contribution by submitting a payroll deduction card signed by the individual employee. Remittance of the amount of said deductions shall be sent to the Association by the Controller within thirty (30) working days after the conclusion of the month in which said deductions were deducted.

A fee of nine cents (\$.09) per deduction shall be assessed by the Controller for the processing of each payroll deduction taken. The Controller will deduct the aggregate amount of said fees on a biweekly basis.

Contributions shall be made payable as directed by the Association to the Federal Legislative Action Committee of the Association.

It is agreed that neither any employee nor the Association shall have any claim against the City for any deductions made or not made, as the case may be, unless a claim of error is made in writing to the Controller within thirty (30) calendar days after the date such deductions were or should have been made.

## ARTICLE 2.9      AGENCY SHOP

The following Agency Shop provisions shall continue during the term of this MOU.

### A.      DUES/FEES

1.      a.      Each permanent employee\* in this unit (who is not on a leave of absence) shall, as a condition of continued employment, become a member of the certified representative of this unit, or pay the Association a service fee in an amount not to exceed periodic dues and general assessments of the Association for the term of this MOU, or a period of three (3) years from the operative date of this article, whichever comes first. Such amounts shall be determined by the Association and implemented by Management in the first payroll period which starts 30 days after written notice of the new amount is received by the Controller. (\*A permanent employee is defined as one who has completed six continuous months of City service from his/her original date of appointment and who is a member of the City Employees' Retirement System.)
- b.      Notwithstanding any provisions of Article 2, Section 4.203 of the Los Angeles Administrative Code to the contrary, during the term of this MOU, payroll deductions requested by employees in this Unit for the purpose of becoming a member and/or to obtain benefits offered by any qualified organization other than the Association will not be accepted by the Controller. For the purpose of this provision qualified organization means any organization of employees whose responsibility or goal is to represent employees in the City's meet and confer process.
2.      The CAO and the Association shall jointly notify all members of the representation unit that they are required to pay dues or a service fee as a condition of continued employment and that such amounts will be automatically deducted from their paychecks. The religious exclusion will also be explained. The cost of this communication and the responsibility for its distribution shall be borne by the City.

## B. EXCEPTIONS

### 1. Management, Supervisory or Confidential Employees

In accordance with Section 3502.5(c) of the Government Code, the provisions of this Article shall not apply to management, confidential, or supervisory employees.

- a. Management and confidential employees shall be as defined in Section 4.801 and designated in accordance with Section 4.830d of the Los Angeles Administrative Code.
- b. Supervisory employees shall be defined as follows:

"Supervisory employee" means any individual, regardless of the job description or title, having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgement. Employees whose duties are substantially similar to those of their subordinates shall not be considered to be supervisory employees.

Management shall designate supervisory employees. Said designation or claim shall be reviewed jointly by Management and the Association. Any dispute shall be referred to the Employee Relations Board for resolution.

### 2. Religious Objections

Any employee who is a member of a bonafide religion, body, or sect which has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support the organization. Such employee shall, in lieu of periodic dues or agency shop fees, pay sums equal to said amounts to a non-religious, non-labor charitable fund exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, which has been selected by the employee from a list of such funds designated by the parties hereto in a separate agreement. Such payments shall be made by payroll deduction as a condition of continued exemption from the requirements of financial support to the Association and as a condition of continued employment.



C. MANAGEMENT RESPONSIBILITIES

1. The Controller shall cause the amount of the dues or service fee to be deducted from twenty-four (24) biweekly payroll checks of each employee in this unit as specified by the Association under the terms contained herein. "Dues," as distinct from "service fee," shall be the result of voluntary consent in the form of a payroll deduction card signed by the individual employee.
  - a. Remittance of the aggregate amount of all dues, fees and other proper deductions made from the salaries of employees hereunder shall be made to the Association by the Controller within thirty (30) working days after the conclusion of the month in which said dues, fees and/or deductions were deducted.
  - b. A fee of nine cents (\$.09) per deduction shall be assessed by the City Controller for the processing of each payroll deduction taken. The City Controller will deduct the aggregate amount of said fees on a biweekly basis.
2. The Controller shall also apply this provision to every permanent employee who, following the operative date of this Article, becomes a member of this representation unit, within sixty (60) calendar days of such reassignment or transfer. Such deduction shall be a condition of continued employment.
3. Management will provide the Association with the name, home address, and employee number of each permanent employee.
4. The Controller shall provide the organization, at least monthly, a status report showing all changes in the employment status of employees in this unit which affect the applicability of the provisions of this Article to those employees.
5. Information detailed above shall be provided either in the form of a computer tape or in a printed report as requested by the Association.

D. ASSOCIATION RESPONSIBILITIES

1. The organization shall keep an adequate itemized record of its financial transactions and shall make available annually to the City Clerk, and to all unit employees, within sixty (60) calendar days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to its accuracy by its president and the

treasurer or corresponding principal officer, or by a certified public accountant.

2. The Union certifies to the City that it has adopted, implemented and will maintain constitutionally acceptable procedures to enable non-member agency shop service fee payers to meaningfully challenge the propriety of the uses to which service funds are put; and that those procedures are in accordance with the decision of the United States Supreme Court in Chicago Teachers Union, Local No. 1, AFT, AFL-CIO, et al. v. Hudson, 106 S. Ct. 1066 (1986).
3. The Association agrees to indemnify and hold harmless the City for any loss or damage arising from the operation of this article. It is also agreed that neither any employee nor the Association shall have any claim against the City for any deductions made or not made, as the case may be, unless a claim of error is made in writing to the Controller within thirty (30) calendar days after the date such deductions were or should have been made.

#### E. RESCISSION

The agency shop provisions herein may be rescinded in accordance with the procedures contained in Rule 12 of the Employee Relations Board adopted January 11, 1982.

In the event that this Article is overturned by the employees in this representation unit, all other articles of the MOU shall remain in full force and the prior agreement, rules, regulations and past practices relating to organizational dues deductions authorizations shall be reinstated until a successor MOU or amendment shall have been approved.

### **ARTICLE 3.0        GRIEVANCES**

#### **ARTICLE 3.1        GRIEVANCE PROCEDURE**

##### Section I - Definition

A grievance is defined as any dispute concerning the interpretation or application of this written MOU or departmental rules and regulations governing personnel practices or working conditions applicable to employees covered by this MOU. An impasse in meeting and conferring upon the terms of a proposed MOU is not a grievance.

## Section II - Responsibilities and Rights

- a. Nothing in this grievance procedure shall be construed to apply to matters for which an administrative remedy is provided before the Civil Service Commission. Where a matter within the scope of this grievance procedure is alleged to be both a grievance and an unfair labor practice under the jurisdiction of the Employee Relations Board, the employee may elect to pursue the matter under either the grievance procedure herein provided, or by action before the Employee Relations Board. The employee's election of either procedure shall constitute a binding election of the remedy chosen and a waiver of the alternative remedy.
- b. No grievant shall lose the right to process a grievance because of Management imposed limitations in scheduling meetings.
- c. The grievant has the responsibility to discuss the grievance informally with the immediate supervisor. The immediate supervisor will, upon request of a grievant, discuss the grievance with the employee at a mutually satisfactory time. The grievant may be represented by a representative of the grievant's choice in the informal discussion with the immediate supervisor and in all formal review levels and in arbitration. Operative the effective date of the MOU, when more than one employee in a department is aggrieved, and the facts and issues of the alleged grievance are the same, and if affected employees agree to waive their right to discuss the grievance with their immediate supervisor, a single immediate supervisor will be designated by department Management to discuss the grievance at the informal level with one affected employee designated to represent the grievance and the employees' representative. Such grievance will be processed as a single grievance through all formal levels of review. All affected employees involved in the action must waive their respective rights to file an individual grievance on the same issue and to discuss the grievance at the informal level with the respective immediate supervisors on a form provided by Management prior to the discussion with the designated supervisor.

Operative the effective date of the MOU, in instances where more than one employee in a department is aggrieved, the Association may elect to file the grievance on behalf of the employees. The facts and issues of the alleged grievance must be the same. Such grievance must contain the names of all grievants and the specific facts pertaining to each grievant. At the time of filing the grievance, the Association may request that the first level of review be at a level higher than Step 1 and shall provide justification for such request. A single supervisor will be designated by department Management to discuss the grievance at each level with one affected employee designated to represent the grievance and the Association. Such grievance will be processed as a single grievance through all

formal levels of review. All affected employees involved in the action must waive their respective rights to file an individual grievance on the same issue and to discuss the grievance at the informal level with their respective immediate supervisors on a form provided by Management prior to the discussion with the designated supervisor. Such form shall also include a statement that the employee understands that he/she is party to a grievance filed by the Association.

- d. The time limits between steps of the grievance procedure provided herein may be extended by mutual agreement; or, by mutual agreement, the grievant and Management may waive one or more levels of review from this grievance procedure.
- e. Management shall notify the Association of any formal grievance filed that involves the interpretation and/or application of the provisions of this MOU, and a paid Association Staff Representative shall have the right to be present and participate in the discussion at any formal grievance meeting concerning such a grievance. The paid Association Staff Representative who elects to attend the grievance meeting shall notify the head of the department, office or bureau.

The Association is to be notified of the resolution of all other formal grievances.

### Section III - Procedure

The grievance procedure for employees covered by this MOU shall be as follows:

#### Step 1 - Informal Discussion

The grievant shall discuss the grievance with the immediate supervisor on an informal basis in an effort to resolve the grievance and said grievance shall be considered waived if not so presented to the immediate supervisor within ten (10) calendar days following the day during which the event upon which the grievance is based occurred.

The immediate supervisor shall respond within five (5) calendar days following the meeting with the grievant. Failure of the immediate supervisor to respond within such time limit shall entitle the grievant to process the grievance at the next step.

#### Step 2 - First Level of Review

If the grievance is not settled at Step 1, the grievant may serve written notice of the grievance on a form provided by the department, office or bureau upon the person designated to review the grievance at Step 2 within seven (7) calendar days of receipt of

the grievance response at Step 1. Failure of the grievant to serve such written notice shall constitute a waiver of the grievance.

If such written notice is served, said person shall meet with the grievant, and a written decision or statement of the facts and issues shall be rendered to the grievant and the representative, if any, within fifteen (15) calendar days from the date of service. Failure of Management to respond within such time limit shall entitle the grievant to process the grievance at the next level of review.

### Step 3 - Second Level of Review

If the grievance is not settled at Step 2, the grievant may serve written notice of the grievance on a form provided by the department, office or bureau upon the person designated to review the grievance at Step 3 within seven (7) calendar days of receipt of the grievance response at Step 2. Failure of the grievant to serve such written notice shall constitute a waiver of the grievance.

If such written notice is served, said person shall meet with the grievant, and a written decision or statement of the facts and issues shall be rendered to the grievant and the representative, if any, within fifteen (15) calendar days from the date of service. Failure of Management to respond within such time limit shall entitle the grievant to process the grievance at the next level of review.

### Step 4 - General Manager/Commission Review (Third Level of Review)

If the grievance is not settled at Step 3, the grievant may serve written notice of the grievance on said form provided by the department, office or bureau upon his/her General Manager or designee within seven (7) calendar days of receipt of the grievance response at Step 3. Failure of the grievant to serve such written notice shall constitute a waiver of the grievance.

If such notice is served, the grievance shall be heard by the General Manager or a designee, or in the case of the departments under the administrative control of a board of commissioners, by the Commission or the General Manager or their designee, as shall be determined by the head of the department involved. The General Manager/Commission or their designee will afford the parties an opportunity to present oral and/or written arguments on the merits of the grievance.

Said person shall meet with the grievant and a written decision or statement of facts and issues shall be rendered to the grievant and the representative, if any, within one-hundred-and-twenty (120) calendar days from the date of service. Failure of Management to

respond within such time limit shall entitle the grievant to process the grievance at Step 5 (Mediation) and/or Step 6 (Arbitration).

#### Step 5 - Mediation (optional)

If the grievance is not settled at Step 4 within ten (10) calendar days of receiving the Step 4 response the Association and Management may mutually agree to request mediation. Either the Association or Management will notify the Employee Relations Board of such request by letter. The Employee Relations Board shall first attempt to obtain the services of a mediator from the State Conciliation Service. The fees, if any, of such mediator shall be shared equally by the Association and Management.

The primary effort of the mediator should be to assist the parties in settling the grievance in a mutually satisfactory fashion. The mediation procedure shall be informal. Court reporters shall not be allowed to be present, the rules of evidence shall not apply and no record shall be made. The mediator shall determine whether witnesses are necessary in the conduct of the proceedings.

If settlement is not possible, the mediator may be requested to provide the parties with an immediate oral opinion as to how the grievance would be decided if it went to arbitration. Such opinion shall be advisory only. Upon mutual agreement of the parties, the mediator may be requested to furnish such opinion in writing, along with a brief statement of the reasons for the opinion. Such opinion as well as anything said by the parties during mediation shall not be used during any subsequent arbitration. Notwithstanding the above, and Section 4.865 of the Employee Relations Ordinance, the parties may, upon mutual agreement, agree to accept the opinion of the mediator as binding, in lieu of arbitration.

#### Step 6 - Arbitration

If the written decision at Step 4 does not settle the grievance, or if Step 5 is waived or does not settle the grievance, the grievant and the Association jointly may serve upon the head of the department, office or bureau a written notice that a written request for arbitration has been filed with the Employee Relations Board. The request for arbitration must be filed with the Employee Relations Board within fifteen (15) calendar days following the date of service of the written decision of the General Manager/Commission or their designee, at Step 4, or the date of the mediator's opinion in Step 5. Failure of the grievant and the Association jointly to serve a written request for arbitration with the Employee Relations Board within said period shall constitute a waiver of the grievance.

If such written notice is served, the parties shall meet for the purpose of selecting an arbitrator from a list of seven (7) arbitrators furnished by the Employee Relations Board, within seven (7) calendar days following receipt of said list.

- a. Arbitration of a grievance hereunder shall be limited to the formal grievance originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. The proceedings shall be conducted in accordance with applicable rules and procedures adopted or specified by the Employee Relations Board, unless the parties hereto agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator shall be shared equally by the parties involved, it being mutually understood that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred by the parties during such arbitration, will be the responsibility of the individual party incurring same.
- b. The decision of an arbitrator resulting from any arbitration of a grievance hereunder shall be binding upon the parties concerned, except for grievances involving the Departments of Harbor, Water and Power, Library, and Pensions, which shall be advisory only.
- c. The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this MOU.

## **ARTICLE 3.2      GRIEVANCE REPRESENTATION**

The Association may designate a reasonable number of grievance representatives who must be members of the Unit, and shall provide all departments, offices or bureaus with a written list of employees who have been so designated. Management will semi-annually accept changes to the list presented by the Association. A grievance representative, if so requested, may represent a grievant at all levels of the grievance procedure.

The grievant and the representative may have a reasonable amount of paid time off for the purpose of presenting grievances. However, said representative will receive paid time off only if a member of the Association; is in the same Unit as the grievant; is employed by the same department, office or bureau as the grievant; and is employed within a reasonable distance from the work location of the grievant.

The grievant's supervisor must concur regarding the necessary time off for presenting the grievance at the appropriate level. The grievant shall notify the representative of the meeting arrangements.

If a grievance representative must leave the work location to represent a grievant, permission shall first be obtained from the representative's supervisor on a form provided for such purpose. Permission to leave will be granted unless such absence would cause an unreasonable interruption of work. If such permission cannot be granted promptly, the

grievance representative will be informed when time can be made available. Such time will not be more than forty-eight (48) hours, excluding scheduled days off and/or legal holidays, after the time of the grievance representative's request unless otherwise mutually agreed to. Denial of permission to leave at the time requested will upon mutual agreement constitute an extension of time limits provided in the grievance procedure equal to the amount of the delay.

Time spent on grievances outside of regular working hours of the employee or the representative shall not be counted as work time for any purpose. Whenever a grievance is to be presented during the work hours of the grievant and/or the representative, only that amount of time necessary to bring about a prompt disposition of the grievance will be allowed.

### **ARTICLE 3.3      GRIEVANCES OF SUSPENSIONS**

Grievances involving suspensions of five (5) days or less may be filed, by mutual agreement, at any Step of the Grievance Procedure, but at no Step lower than Step 2.

### **ARTICLE 4.0      ON THE JOB**

#### **ARTICLE 4.1      SAFETY**

##### Section I

Safety clothing and devices currently provided by Management shall continue to be provided, as long as the need exists. The Association will encourage all members of the Unit to utilize said safety clothing and devices to the fullest extent possible.

##### Section II

Management will make every reasonable effort to provide safe working conditions. The Association will encourage all members in the Unit to perform their work in a safe manner. Each employee should be alert to unsafe practices, equipment and conditions, and should report any hazardous condition promptly to his/her immediate supervisor. Said Supervisor should:

- a. Correct or eliminate the hazardous condition if correction or elimination thereof is within the authority and capability of the supervisor; or
- b. Safeguard a hazardous condition in such a manner as to preclude injury to personnel and/or property damage, and promptly report the nature and location of the hazardous condition to the next level of supervision designated by departmental



management for said purpose, if elimination of the hazardous condition is not within the immediate supervisor's capability.

- c. If elimination of the hazardous condition is not within the capability of the second level of supervision to correct, he/she shall promptly report the problem to the next designated level of supervision or inform the Departmental Safety Coordinator about the problem.

### Section III

If the procedures for handling a reported hazardous condition are not initiated, or if initiated, fail to effect a satisfactory solution of the problem within a reasonable time, the employee or his/her representative may call the City Occupational Safety Office and report such hazard.

Unresolved complaints hereunder may be referred to the State Safety Engineer for processing under the CAL/OSHA rules and regulations.

## **ARTICLE 4.2 PERSONNEL FOLDERS**

An employee shall be entitled to review the contents of any of his/her departmental personnel folder(s) at reasonable intervals, upon request, during hours when his/her personnel office is normally open for business. Such review shall not interfere with the normal business of the department, office or bureau.

No evaluatory or disciplinary document may be placed in an employee's personnel file without his/her review and a copy of the document presented to him/her for his/her records. The employee shall acknowledge that he/she has reviewed and received a copy of the document by signing it with the understanding that such signature does not necessarily indicate agreement with its contents.

A written reprimand or "Notice to Correct Deficiencies" will be sealed upon the written request of an affected employee if he/she has not been involved in any subsequent related incidents that resulted in written corrective counseling or other Management action for a period of five (5) years from the date the most recent notice was issued or Management action taken.

Pursuant to the above paragraph, those documents, either removed from the personnel file or sealed, shall be available upon subpoena or other appropriate legal request.

## **ARTICLE 4.3      OUT-OF-CLASS ASSIGNMENT**

### Section I - Definition

It is the intent of Management to avoid working an employee on an out-of-class assignment. An out-of-class assignment is defined as any assignment requiring substantial work in a higher level position which is not usually included within the scope of the duties and responsibilities as defined by the class specifications for the class to which the assigned employee's regular position is allocated.

### Section II - Waivers and Exceptions

- a. Nothing in this Article shall be construed as limiting Management's authority to make temporary assignments of qualified personnel during emergencies or unusual operating conditions. However, such assignments shall not be extended beyond the period of emergency or unusual operating conditions.
- b. Whenever an employee performs duties outside of the normal duties of his/her position for the purpose of training or providing experience, written confirmation of such performance will be placed in the employee's personnel file upon request by the employee. Management shall designate a knowledgeable person to supervise said training or experience.

### Section III - Rate of Pay

An employee temporarily assigned higher level duties under the provisions of Section IIa will continue to receive the rate of pay for his/her regular classification and pay grade, unless or until he has been appointed to a higher classification or pay grade. In the event that said assignment exceeds thirty (30) consecutive calendar days, Management will initiate a request to provide the higher level position authority, or initiate action to appoint a qualified employee to said position.

## **ARTICLE 4.4      REST PERIOD**

Each employee shall be granted a minimum fifteen (15) minute rest period in each four (4) hour period; provided, however, that no such rest period shall be taken during the first or last hour of any employee's working day nor in excess of fifteen (15) minutes without the express consent of the designated supervisor.

Management reserves the right to suspend the rest period or any portion thereof during an emergency. Any rest period so suspended or not taken at the time permitted shall not be

accumulated or carried over from one day to any subsequent day, or compensated for in any form.

#### **ARTICLE 4.5      RAIN GEAR**

Management will provide rain gear to employees in the classifications listed below who are required to work outside in inclement weather as a normal part of their job duties. Management shall replace such gear when no longer serviceable.

<u>Class Code</u>	<u>Class Title</u>
1621-1	Field Collector I
1621-2	Field Collector II
1726-1	Safety Engineering Associate I
1726-2	Safety Engineering Associate II

#### **ARTICLE 4.6      TELECOMMUTING**

The Engineers and Architects Association and Management acknowledge the City of Los Angeles Telecommuting Program (C.F. 93-225), and that employees of this Unit may be considered for eligibility by management of their respective departments/bureaus in accordance with the Telecommuting Action Plan.

Both parties agree to comply with this Plan, the provisions of which shall be superseded by any modifications adopted by the Joint Labor/Management Committee on Employee Parking and Transportation Options, or other body so authorized to make such modifications.

#### **ARTICLE 5.0      WORK SCHEDULES**

##### **ARTICLE 5.1      WORK SCHEDULES**

Pursuant to the Fair Labor Standards Act (FLSA), employees shall have a fixed workweek that consists of a regular recurring period of 168 consecutive hours (seven 24-hour periods) which can begin and end on any day of the week and at any time of the day. The designated workweek for an employee may be changed only if the change is intended to be permanent and not designed to evade overtime requirements of the FLSA. Management may assign employees to work a four/ten, five/forty, nine/eighty or other work schedule. The Association will be entitled to consult with Management on the matter prior to the proposed action. The Association will also be entitled, upon request, to consult with Management if Management intends to deny a change in schedule to an employee. Management may require employees to change their work schedules (working hours or

change days off, except the split day) within the same FLSA work week, providing that the change is not arbitrary, capricious or discriminatory. In the event Management's actions are shown to be arbitrary, capricious, or discriminatory before an arbitrator, the award of the arbitrator shall be to reverse the action of Management. However, the decision of the arbitrator shall be binding or advisory in accordance with Article 3.1. No employee shall be required to work a four/ten schedule against his or her will.

It is further agreed that Management shall retain the right to refuse an employee's request to work a four/ten, nine/eighty or other work schedule, and to require the reversion to a five/forty work schedule, providing that the exercise of such right is not arbitrary, capricious, or discriminatory. In the event Management's actions are shown to be arbitrary, capricious, or discriminatory before an arbitrator, the award of the arbitrator shall be to reverse the action of Management. However, the decision of the arbitrator shall be binding or advisory, in accordance with Article 3.1.

Employees on a nine/eighty modified work schedule shall have designated a regular day off (also known as 9/80 day off) which shall remain fixed. Temporary changes to the designated 9/80 day off at the request of Management or the employee are prohibited unless it is intended for the employee to work additional hours (overtime).

Employees on a four/ten work schedule shall work ten hours per day for a four day work week (or twelve hours per day for a three day work week in the Information Technology Agency only) exclusive of lunch periods. Employees shall be entitled to rest periods in accordance with the provisions of Article 4.4. Employees shall be compensated for 40 hours per week at the regular hourly rate for their class and pay grade.

EAA agrees that it is a management right to require employees who work on a four/ten, nine/eighty or three/twelve work schedule to work overtime on Saturday rather than on their day off which falls within the week. Employees who work on a schedule other than five/forty shall have their sick leave, vacation and holiday credits accrued at the same hourly rate as an employee on the five/forty schedule.

The City reserves the right to develop 26-week/1040 or 52-week/2080 hours' work periods under FLSA Section 7(b) [29 USC §207(b)(1) and (2)] during the term of this MOU for the purpose of increasing scheduling flexibility. Implementation of this work schedule is subject to agreement by the parties and certification of the Association as bona fide by the National Labor Relations Board (NLRB).

## **ARTICLE 5.2      DEPLOYMENT PERIOD (POLICE DEPARTMENT)**

Notwithstanding the provisions of Sections 4.108 (Regular Hours of Work) and 4.113 (Overtime) of the Los Angeles Administrative Code to the contrary, employees in this Unit who are employed in the Police Department shall have a work schedule consisting of

twenty (20) days of work in each twenty-eight (28) day deployment period. Such day may be eight (8) hours, seven and one-half (7½) hours, or seven (7) hours as determined by the Chief of Police.

Said twenty (20) days of work or the equivalent number of days for an alternate work schedule may be scheduled at such time during two (2) biweekly pay periods as the Chief of Police may direct.

This Article shall not be construed to prohibit the implementation of flexible work schedules.

### **ARTICLE 5.3      72-HOUR WORK SCHEDULE**

Notwithstanding Section 4.108(a) of the Los Angeles Administrative Code, whenever a full-time employee voluntarily reduces the number of his/her biweekly regular work hours from eighty (80) to a number not less than seventy-two (72) at the request of, or with the permission of, his/her appointing authority, such employee shall be credited with all rights and benefits as though he/she worked eighty (80) hours in the payroll period. The employee shall not be credited for overtime worked until more than forty (40) hours have been worked in the workweek. Compensation received under this Article shall be considered full compensation for all employees participating in the voluntary work hour reduction.

### **ARTICLE 6.0      COMPENSATION**

#### **ARTICLE 6.1      SALARIES**

- A. The parties hereby agree that salary ranges set forth in Appendix A will be operative on July 1, 2001.
- B. The parties hereby agree that salary ranges set forth in Appendix B will be operative on January 1, 2002.
- C. The parties hereby agree that salary ranges set forth in Appendix C will be operative on July 1, 2002
- D. The parties hereby agree that salary ranges set forth in Appendix D will be operative on January 1, 2003.
- E. The parties hereby agree that salary ranges set forth in Appendix E will be operative on July 1, 2003.

- F. The parties hereby agree that salary ranges set forth in Appendix F will be operative on January 1, 2004.

## **ARTICLE 6.2 OVERTIME**

### **Section I - Distribution of Overtime**

Management will attempt to assign overtime work as equitably as possible among all qualified employees in the same classification, in the same organizational unit and work location. However, Management may consider special skills required to perform particular work. No employee shall work overtime without prior approval from his or her supervisor. FLSA non-exempt employees may not work outside of scheduled working hours, or during unpaid meal periods, without the prior approval of a supervisor, consistent with department policy. Failure to secure prior approval may result in discipline. Working and not recording the time is similarly prohibited.

### **Section II - Non-emergency Overtime**

Whenever Management deems it necessary to perform non-emergency work on an overtime basis, employees required to work will be given at least forty-eight (48) hours notice.

### **Section III – Rate and Method of Compensation – FLSA Non-Exempt Employees**

Compensation for overtime worked by employees in classifications listed in Appendices A through F, herein, shall be for all hours worked in excess of 40 hours in a workweek, including all absences with pay authorized by law. Management shall have the discretion to determine whether overtime compensation shall be in cash or time-off. Overtime compensation shall be in time off at the rate of one and-one-half hours for each hour of overtime worked or at the rate of one and-one-half times the employee's regular rate of pay.

### **Section IV - Compensatory Time Off**

Employees may, subject to Management discretion, be permitted to accumulate up to 80 hours of compensatory time off (CTO). Occasionally, employees may accumulate CTO in excess of 80 hours for a temporary period of time, not to exceed an additional fiscal year. If an employee does not schedule and take CTO over 80 hours prior to the end of the fiscal year in which the overtime was worked, Management may require employees to use CTO prior to the end of the fiscal year; require employees to use such time in lieu of vacation (unless the mandatory use of CTO would result in the loss of vacation accumulation) or other leave time; or authorize cash payment. In the event sufficient funds are not available to provide cash compensation for all or a portion of the CTO hours in excess of 80,

Management may extend the time limit for a period not to exceed one additional fiscal year. Notwithstanding the above, departments may exceed the overtime limits specified above during the term of the MOU only; departments must be in full compliance with these provisions by June 30, 2004.

In accordance with FLSA, no employee shall lose CTO. Employees shall be permitted to take CTO for overtime worked upon request unless granting of such time would unduly disrupt the operations of the City department. This standard does not apply to non-FLSA overtime (i.e., overtime earned pursuant to this agreement that does not meet the FLSA definition of overtime).

Under no circumstances shall compensated time off in excess of 240 hours be accumulated.

### **ARTICLE 6.3      SHIFT DIFFERENTIAL**

Notwithstanding the provisions of Note N of Schedule A of Section 4.61 of the Los Angeles Administrative Code, any employee, when required to work 50% or more of his/her time during his/her regular shift on any one day between the hours of 5:00 p.m. and 8:00 a.m., shall receive for each such day worked, salary at the second premium level rate above the appropriate step rate of the salary range prescribed for his/her classification. The procedure for the payment of adjusted compensation for work performed under the provisions of this Article shall be in accordance with Sections 4.72, 4.74, and 4.75 of the Los Angeles Administrative Code.

### **ARTICLE 6.4      BILINGUAL DIFFERENTIAL**

Whenever an appointing authority determines that it is necessary or desirable that a position be filled by a person able to converse fluently in a language other than English, or write and interpret a language other than English, the appointing authority shall transmit to the Controller a written statement approving payment of a bilingual premium, as provided by this Article to the person occupying such a position and possessing such bilingual skills.

After authorizing payment of a bilingual premium, the appointing authority shall certify to the Controller the name of an employee eligible for a bilingual premium and the Personnel Department shall certify to the Controller that the employee has qualified under its standards of fluency and proficiency for said language.

Persons certified as being qualified by the Personnel Department shall receive a bilingual premium of one premium level rate (2.75%) for duties requiring that they converse fluently in a language other than English, or of two premium level rates (5.5%) for duties requiring

that they interpret a language other than English, in addition to conversing fluently in that other language.

Compensation provided for in this Article shall be retroactive to the employee's first day in a bilingual position.

## **ARTICLE 6.5      SIGN LANGUAGE PREMIUM**

Any qualified employee covered by the provisions of the MOU who is requested by the hearing\_impaired assistance center to utilize sign language shall receive compensation equal to 2¾ percent of their salary or wages for each business day the skill is utilized. Such practices of additional compensation shall be in accordance with Section 4.84.1 of the Los Angeles Administrative Code.

## **ARTICLE 6.6      COURT APPEARANCES**

### Section I

The following court provisions will apply to all employees in the Unit, except those in the Police Department.

When an employee is required to appear in the Superior or Municipal Court in and for the County of Los Angeles outside of his/her normal duty hours, but on a matter arising within the scope of his/her employment, said employee shall be entitled to receive a minimum of one hour at 1½ times his/her regular rate of pay. Time spent in excess of the one-hour minimum guarantee shall also be at the rate of 1½ times the employee's regular rate of pay, payable in six (6) minute increments. No compensation shall be paid for the first forty-five (45) minutes of the Court's noon recess, provided, however, that no such compensation shall be allowed unless such employee is in actual attendance in court.

Such compensation for court appearances may be in either time off or cash. Call back provisions are not applicable to court appearances.

### Section II

The following court provisions shall apply to employees in the Police Department only. These provisions apply only for the payment of overtime for court appearances outside of the normal duty hours of employees. Call back provisions are not applicable to court appearances.



A. Basic Compensation

An employee, at the employee's option, may report to court when subpoenaed or remain on call. If the employee elects to appear in court, the division supervisor must be notified, at the latest, one administrative day prior to the scheduled court appearance. If the employee wishes to remain on call, the employee must be able to appear in court not more than one hour after being notified that the employee's appearance is required in court. To appear in court more than an hour after having been notified will void the employee's right to on-call compensation. An employee need not remain at home, but must be available for telephonic notification at a location where the supervisor knows the employee can be reached

- (1) An off-duty employee shall receive a minimum of two (2) hours overtime compensation for any court day he/she is subpoenaed to be on call or required to appear.
- (2) An off-duty employee shall receive hour-for-hour overtime compensation for each additional hour of actual attendance in excess of the two (2) hour minimum provided for in paragraph A(1) above, with the following noontime recess exceptions:

<u>Length of Recess</u>	<u>Amount of Compensation</u>
Forty-five (45) minutes or less	None
<u>Length of Recess</u>	<u>Amount of Compensation</u>
Forty-six (46) minutes or less	All time over forty-six (46) minutes (in six [6] minute increments).

NOTE: An employee shall not receive court on-call overtime compensation and hour-for-hour overtime compensation for the same time period.

B. Multiple Cases

An off-duty employee who receives morning and afternoon subpoenas for separate cases on a court day shall receive overtime compensation as in paragraph A(1) above, for each case for a total of four (4) hours. In addition, he/she shall receive hour-for-hour overtime compensation for each additional hour of actual court attendance in excess of two (2) hours.

### C. Exceptions to the Two Hour Minimum

Management will attempt to adjust an employee's shift to accommodate court appearances or on-call status commencing two hours or less before or after the employee's regularly assigned shift begins or ends. If an employee's shift cannot be adjusted, the employee will be compensated as follows:

- (1) Court appearances or on-call status commencing two (2) hours or less before the employee's regularly assigned shift begins. Compensation will be for the actual time between the commencement of the court appearance or on-call and the beginning of the employee's assigned shift with the same noon recess provisions as outlined in paragraph A(2) above.
- (2) Court appearances commencing two (2) hours or less after the employee's regularly assigned shift ends. Compensation will be for the actual time between the end of the employee's assigned shift and the termination of the court appearance with the same noon recess provisions as outlined in paragraph A(2) above.
- (3) Court appearances or on-call that begin during an employee's regularly assigned shift. Compensation will be for the actual time between the end of the employee's assigned shift and the termination of the appearance or on-call status with the same noon recess provisions as outlined in paragraph A(2) above.

## **ARTICLE 6.7      CIVIC DUTY**

Whenever an employee is served with a subpoena by a court of competent jurisdiction which compels his/her presence as a witness during his/her normal working period, unless he/she is a party to the litigation or an expert witness, such employee shall be granted time off with pay in the amount of the difference between the employee's regular earnings and any amount he/she receives for such appearance. This Article is not applicable to appearances for which the employee receives compensation in excess of his/her regular earnings.

A court of competent jurisdiction is defined as a court within the County in which the employee resides or if outside the county of residence, the place of appearance must be within 150 miles of the employee's residence.

## **ARTICLE 6.8 JURY SERVICE**

Any employee who is duly summoned to attend any court for jury service or has been nominated and selected to serve on the Grand Jury of Los Angeles County shall, for those days during his or her scheduled working period during which jury service is actually performed and for those days necessary to qualify for jury service, receive his/her regular salary. Any jury attendance fees received by an employee who receives his/her regular salary pursuant to this provision, except those fees received for jury service performed on a regular day off or a holiday, shall be paid to the City. The absence of any employee for the purpose of performing jury service during his/her scheduled working period shall be deemed to be an authorized absence with pay within the meaning of Section 4.75 of the Los Angeles Administrative Code, with pay calculated pursuant to the Code.

## **ARTICLE 6.9 MILITARY LEAVE**

Every employee who qualifies for and is granted a military leave, whether temporary or otherwise, pursuant to the provisions of the Military and Veterans Code of the State of California, shall, before he/she is paid his/her salary or compensation during such leave, or any part thereof, as provided in said Code, furnish to his/her appointing authority two certified copies of his/her orders, one (1) copy to be filed in the department in which he/she is employed and the other with the Controller. In lieu of the orders, the employee shall furnish to the appointing authority, upon forms provided by the Controller, certified evidence of his/her entry into active service in the armed forces of the United States and the date thereof. Any certification required by this Article may be made by any commissioned officer of such armed forces. The controller shall have power at any time to require such additional satisfactory evidence of the entry of such employee into active service in such armed forces and of the actual performance by the employee of ordered military duty during all or any part of such leave.

In determining whether an employee has been in the service of the City for a period of not less than one year immediately prior to the date on which the absence begins, continuous service shall be required.

## **ARTICLE 6.10 MILEAGE**

Each employee that is authorized to use his/her own vehicle, pursuant to Division 4, Chapter 5, Article 2 of the Los Angeles Administrative Code (LAAC), in the performance of his/her duties shall be reimbursed for transportation expenses at the rate of thirty-six (36.0) cents per mile, effective January 1, 2003, for all miles traveled in any biweekly period, in addition to any and all salaries and other compensation otherwise provided for by law.

Notwithstanding Section 4.231 of the LAAC, effective the payperiod in which July 1, 2003 falls, employees authorized to use their personal vehicles pursuant to Section 4.229 of the LAAC who are required by Management to bring the vehicle to work each day shall receive a minimum payment of 10 miles per day, regardless of whether the vehicle is driven for City business.

During the term of this MOU, the cents per mile reimbursement shall be adjusted to an amount equal to the annual standard car mileage allowance as determined by the Internal Revenue Service (IRS). The City Administrative Officer shall certify to the Controller appropriate changes, if required, to become effective the beginning of the pay period in which the IRS rate change is effective.

#### **ARTICLE 6.11     DISTURBANCE CALLS**

The parties agree that this Article applies to persons in the classes of Management Assistant, Code 1539, and Management Analyst, Code 9169, who are assigned to the Emergency Shelter Program for the Homeless; one employee in the class of Systems Analyst II, Code 1596-2, in the Department of Building and Safety; persons in the class of Systems Analyst I and II, Code 1569-1-2, who are assigned to the Information and Control Systems Division, Bureau of Sanitation, Department of Public Works; persons employed in the class of Systems Analyst I and II, Code 1596-1-2 in the Los Angeles Housing Department, persons employed in the class of Systems Analyst I and II, Code 1596-1-2, in the Information Technology Agency, persons employed in the class of Systems Analyst II, Code 1596-2, in the Police Department.

Effective the pay period in which the operative date of the MOU falls, this Article shall apply to all persons in the class of Systems Analyst I and II, Code 1596-1-2, and all persons in the class of Procurement Analyst, Code 1859, regardless of the department or assignment; one Management Aide, Code 1508, and one Management Analyst, Code 9169, assigned to the Charter Bus Program in the Department of Transportation.

Whenever such employees are contacted while on off-duty status by the Department head or designee, to furnish information needed to maintain the continuity of City business, without the necessity of having to personally report for duty, such employee shall receive compensation at the rate of one hour at the regular rate, subject to the following limitations:

- a. Only one such disturbance call shall be compensated in any one calendar day;
- b. Any employee receiving On-Call/Standby compensation for the same day shall not be eligible to receive compensation under this Article for that day;
- c. The department head or designee may determine the method of compensation;

- d. An employee contacted while off-duty concerning subsequent work scheduling shall not be eligible to receive compensation under this Article.

The parties agree to reopen this Article during the term of this MOU to add classes, if necessary and desirable.

#### **ARTICLE 6.12 ON-CALL/STANDBY COMPENSATION**

Persons employed in the classes of Management Assistant, Code 1539, and Management Analyst, Code 9169, who are designated to be on standby for the Emergency Shelter Program for the Homeless on a regular day off, shall receive, in addition to any other compensation provided for herein, the sum of \$12.50 for each day of such assignment. Persons employed in the class of Systems Analyst I and II, Code 1569-1-2, in the Department of Airports and the Information and Control Systems Division, Bureau of Sanitation, Department of Public Works, who are designated by Management to be on standby during off-duty hours shall receive, in addition to any other compensation provided for herein, the sum of \$12.50 for each day of such assignment.

Persons employed in the class of Systems Analyst, Code 1596, in the Los Angeles Housing Department, and Information Technology Agency, and persons employed in the class of Systems Analyst II, Code 1596-2, in the Police Department when assigned by the City to standby during their off-duty hours shall receive, in addition to any other compensation provided for herein, the sum of \$12.50 for each day of such assignment.

Effective the pay period in which the operative date of the MOU falls, this Article shall apply to all persons in the class of Systems Analyst I and II, Code 1596-1-2, and all persons in the class of Procurement Analyst, Code 1859, regardless of the department or assignment; one Management Aide, Code 1508, and one Management Analyst, Code 9169, assigned to the Charter Bus Program in the Department of Transportation.

One person employed in the class of Superintendent of Operations I, Code 7269-1, assigned to the film desk in the Airfield Operations Bureau, Department of Airports who is designated by Management to be on standby during off-duty hours shall receive, in addition to any other compensation provided for herein, the sum of \$12.50 for each day of such assignment.

The parties agree to reopen this Article during the term of this MOU to add classes, if necessary and desirable.

## **ARTICLE 6.13     TEMPORARY SUPERVISORY PAY**

### Section I

- a. Whenever Management assigns an employee to perform the full duties of a higher level supervisory position in situations where the incumbent of the higher level position is temporarily absent, such employee shall become eligible for additional compensation upon completion of a qualifying period of 15 consecutive working days in such assignment at his/her regular rate of compensation. Paid leave time taken during a qualifying period shall extend the 15-day qualifying period by the length of the absence. All other absences shall constitute a disqualifying break in the 15-day qualifying period requirement, necessitating the initiation and completion of a new qualifying period. Pay shall begin on the 16th day of the assignment.

Each temporary supervisory assignment shall require completion of a new qualifying period each fiscal year, except when such assignment is continuous and in the same work location.

- b. Whenever Management assigns an employee on a temporary basis to perform the full duties of a vacant higher level supervisory position, such employee shall become eligible for additional compensation on the first day of such assignment.

### Section II

An employee qualifying for additional compensation as stated above shall receive salary at the second premium level (5.5%) above the appropriate biweekly rate for his/her class.

### Section III

Management retains the right to determine whether a position is vacant or to be filled due to a temporary absence.

## **ARTICLE 6.14     CALL BACK PAY**

Whenever an employee is ordered by the administrative head of his/her department, office or bureau, or his/her designee to return to duty following the termination of his/her work shift and departure from his/her work location, he/she shall receive minimum compensation equivalent to four (4) hours at his/her appropriate overtime rate. Call Back time contiguous to and continuing into a normal work shift will not be treated as Call Back for purposes of this Article, but will instead be compensated as hour for hour overtime.

## **ARTICLE 7.0        BENEFITS**

### **ARTICLE 7.1        HEALTH AND DENTAL PLANS**

During the term of this MOU, the City will provide benefits in accordance with the Civilian Modified Flexible Benefits Program (hereinafter Flex Program) and any modifications thereto as recommended by the Joint Labor-Management Benefits Committee and approved by the City Council.

The sections below are intended to reflect the Flex Program approved on July 17, 1996. If there are any discrepancies between the benefits described herein and the Flex Program approved by the Joint Labor-Management Benefits Committee, the Flex Program benefits will take precedence.

#### **Section I - Health Plans**

The health plans offered and benefits provided by those plans shall be those approved by the City's Joint Labor-Management Benefits Committee and administered by the Personnel Department, in accordance with Administrative Code Section 4.303.

Management agrees to contribute a monthly sum not to exceed \$524.66 per month, effective January 1, 2002, per full-time employee, effective the beginning of the pay period in which the Kaiser yearly premium rate change is implemented towards the cost of a City-sponsored health plan for employees who are members of LACERS.

Effective January 1, 2002, for each half-time employee, as defined by Section 4.110 of the Los Angeles Administrative Code (LAAC) who becomes a member of LACERS following July 1, 1990, and for each employee who transfers from full-time to half-time status following July 1, 1990, Management agrees to contribute a monthly sum not to exceed \$201.80 per employee.

Management will apply this subsidy first to the employee's coverage. Any remaining balance will be applied toward the coverage of the employee's dependents under the plan.

During the term of this MOU, Management's monthly subsidy for full-time employees shall increase by the increase in the Kaiser family rate. For half-time employees, Management's monthly subsidy shall increase by the increase in the Kaiser Permanente Single Party Rate. Increases in this monthly subsidy shall be effective at the beginning of the pay period in which the Kaiser Permanente yearly premium rate change is implemented.

Half-time employees who, prior to July 1, 1990, were receiving the same subsidy as full-time employees shall continue to receive the full-time employee subsidy and shall be eligible to receive any increases applied to that subsidy as provided in this Article.

Employees who transfer from full-time to half-time under the provisions of Article 7.8, Family and Medical Leave, shall continue to receive the same subsidy as full-time employees and shall be subject to any adjustments applied to that subsidy as provided in this Article.

During the term of this MOU, the Joint-Labor Management Benefits Committee will review all rate changes and their impact on the Health Plans.

## **Section II - Dental Plans**

The dental plans offered shall be those approved by the City's Joint Labor-Management Benefits Committee and administered by the Personnel Department, in accordance with Administrative Code Section 4.303.

Management will expend for full-time employees in the classifications listed in this Unit, who are members of LACERS, the monthly sum necessary to cover the cost of employee-only coverage under the City-sponsored Dental Plan Program. Coverage for dependents of eligible employees may be obtained in a City-sponsored plan at the employee's expense, provided that such sufficient enrollment is maintained to continue to make such coverage available.

For each half-time employee, as defined by Section 4.110 of the LAAC, who becomes a member of LACERS and for each employee who transfers from full-time to half-time status following July 1, 1990, Management will expend an amount equivalent to one-half of the cost of the employee-only coverage of the most expensive plan under the City-sponsored Dental Program. Half-time employees who, prior to July 1, 1990, were receiving the full employee-only subsidy shall continue to receive the full employee-only subsidy.

During the term of this MOU, the Joint Labor-Management Benefits Committee will review all rate changes and their impact on the Dental Plans.

### **Association-Sponsored Dental Insurance**

Employees may elect to be covered by one of the Association-sponsored dental insurance programs instead of by the City-sponsored dental insurance plan. The amount to be remitted for each employee covered by an Association sponsored plan shall be a maximum of \$15.67 monthly. Enrollment in the Association plans shall be available to all employees



regardless of Association membership or affiliation. Employees may not receive a subsidy for more than one of the City-sponsored or Association-sponsored dental plans.

If the monthly rate of any Association sponsored plan increases, the City will adjust its subsidy to the amount necessary to cover the employee only coverage; provided, however, that the monthly amount of the increased subsidy may not exceed the maximum cost of the employee only coverage at that time under the City plan or \$18.00 per month, whichever is greater.

The parties mutually understand that the City will expend the above noted funds only for those employees who enroll in these plans and remain on active payroll status with the City, and that the City retains all rights to any unused funds which may be allocated for the purpose of implementing this Article.

The parties mutually understand that the City will provide the subsidy to the separate EAA dental carriers an aggregate amount equal to the sum of the subsidy paid for those employees enrolled in the Association-sponsored programs who are on the payroll during each payroll period for which the subsidy is paid together with a list of those employees for whom the subsidy was paid during said payroll period. Remittance of this aggregate amount will be made within 30-working days after the conclusion of the payroll period in which the subsidy was paid.

The parties further understand that for those employees enrolled in an Association-sponsored program, who authorized the City Controller to make a payroll deduction to cover any additional costs of said dental insurance plan, the City will remit to the carrier a separate amount and appropriate deduction list.

The parties mutually agree that the City is not responsible for, nor expected to provide, any additional accounting, administrative, bookkeeping, clerical or other services except as provided for in the above paragraphs, and that the Association assumes all responsibility for any services which may arise out of the administration of the Association-sponsored programs.

The Association shall indemnify, defend and hold the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or result from any action taken by the City for purposes of complying with this Article, or by failure of the Association or its dental insurance carrier to provide the coverage and services agreed to between the Association and the carrier.

Management will retain all duties and responsibilities it has had for the administration of the City's Dental Plan.

### **Section III - Definition of Dependents**

The definition of a dependent for health and dental plan coverage shall include the domestic partner of an employee and the dependents of such domestic partner. Any employee claiming a domestic partner and/or the dependents of such domestic partner for purposes of this Article shall complete a confidential affidavit to be filed in the Employee Benefits Office, Personnel Department, which shall be signed by the City employee and the domestic partner, declaring the existence of a domestic partnership.

By extending to an employee the specific benefits defined by this Article, the City does not intend to confer or imply any other unspecified benefits to such employee, or to the employee's domestic partner, or to the dependents of such domestic partner.

### **Section IV - General Provisions**

An open enrollment period of at least 30 days shall be declared by the Personnel Department. During this open period, employees may enroll themselves and, at their option, their dependents in the City-sponsored plan. Employees who fail to enroll during this open period will be ineligible to participate in City-sponsored plan unless another open enrollment period is subsequently declared by the Personnel Department. However, employees may enroll in Association-sponsored programs in accordance with the procedures of those programs.

Management will retain all duties and responsibilities it has had for the administration of the City's Health and Dental Plans.

### **Section V - Subsidy During Family and Medical Leave**

For an employee who is on family or medical leave, under the provisions of Article 7.8 of this MOU, Management shall continue the City's medical and dental plan subsidies. Employees shall be eligible for such continued subsidy for a maximum of nine (9) pay periods from the qualifying date of the family or medical leave, including the paid and the unpaid portions of the leave. The continuation of the subsidy will be provided only under the following conditions:

- a. The employee shall have been employed continuously by the City for a one year period prior to the beginning of the leave.
- b. The employee shall have been enrolled in a City health plan prior to the beginning of the leave to continue the health plan subsidy. The employee shall have been enrolled in a City dental plan prior to the beginning of the leave to continue the dental plan subsidy.

- c. The City will not continue the subsidy if the employee is covered under a non-City health or dental plan.
- d. The continuance of the health plan subsidy shall include coverage of any new dependent(s). Employees are responsible for notifying the Employee Benefits Office of any additional dependent(s). Dependents may be added only within 30 days of becoming dependents or during the City's annual open enrollment period.
- e. In accordance with the Family and Medical Leave Act of 1993 (FMLA), employees on unpaid family or medical leave shall not be required to repay the City subsidy (1) upon return to work, or (2) if they terminate City employment following the leave due to a continuing serious health problem or other extenuating circumstances beyond the control of the employee. Should an employee fail to return to work for any other reason, then they shall be required to reimburse the City for the subsidy provided during the unpaid portion of their leave. Such reimbursement shall be deducted from any compensation owed to the employee upon termination of City employment.

## **ARTICLE 7.2 RETIREMENT BENEFITS**

### **A. Benefits**

For employees hired prior to January 1, 1983, retirement benefits including the Beta Retirement Formula and subsidies of: 1) one-half the employees' retirement contribution rates, and 2) an additional two percent (2%) of compensation earnable after the one-half subsidy, shall be continued during the term of this MOU. For employees hired January 1, 1983, and thereafter, the Beta Retirement Formula and a flat-rated employee retirement contribution of six percent (6%) shall be continued.

### **B. Procedure for Benefits Modifications**

Proposals for major retirement benefit modifications will be negotiated in joint meetings with the certified employee organizations whose memberships will be directly affected. Agreements reached between Management and organizations whereby a majority of the members in the LACERS are affected shall be recommended to the City Council by the City Administrative Officer as affecting membership of all employees in the LACERS. Such modifications need not be included in the MOU in order to be considered appropriately negotiated.

Proposals for minor benefit modifications and technical changes will be considered and reported on as appropriate, but no more than once a year, in a report from the City Administrative Officer to the City Council. Affected organizations shall be given

the opportunity to review the proposed minor changes prior to the release of the report, and their views shall be included in the report.

If agreement is not reached between Management and the organizations representing a majority of the members in LACERS as to whether a particular proposal constitutes either a major or a minor modification, the proposal shall be treated as a major modification.

### **ARTICLE 7.3      SICK LEAVE BENEFITS**

Every full-time employee shall be entitled to sick leave with pay as herein provided, if the employee is compelled to be absent from work due to any illness or injury other than that caused by or arising from the employee's own moral turpitude, or sustained in the course of or arising out of and proximately caused by the employee's duties as a City employee. Such sick leave shall be allowed as follows:

1. Employees must complete six consecutive months of service without being absent without pay for more than a total of ten working days before accruing sick leave. At the completion of the qualifying period, such employees shall accrue one day of sick leave, and shall accrue one additional day at the end of each subsequent month worked until January 1 following completion of the six -month period. Such accrual will be on the first day of the pay period in which the employee's anniversary date falls. Beginning the January 1 following completion of the qualifying period, employees shall be allowed 12 working days' leave at full pay, and five working days at 75% of full pay, each calendar year, plus the days of sick leave accrued and accumulated as provided in this Article. Any unused balance of sick leave at 50% of full pay accrued prior to January 1, 1998 shall be compensated by cash payment at 25% of the employee's salary rate upon retirement or upon death if eligible to retire on the date of death.
2. Changes in an employee's rate of accrual resulting from a change in his/her bargaining unit shall be adjusted on the January 1 following such change.
3. Half-time employees, as defined by Section 4.110 of the Los Angeles Administrative Code, must complete a period of six consecutive months of service, and must have been compensated for at least 500 hours before qualifying for sick leave. Upon completion of the qualifying period, a half-time employee will be allowed leave prorated on the basis of total number of hours scheduled in relationship to the total number of hours required for full-time employment.

No sick leave at partial pay shall be allowed any employee unless and until all sick leave with full pay to which the employee is entitled shall have been used.

All sick leave shall be taken in whole hour increments.

### **Payment for Unused Sick Leave**

Any unused balance of sick leave at full pay at the end of any calendar year shall be carried over and accumulated from one calendar year to the next to a maximum of 100 working days, provided, however, that any sick leave at full pay remaining unused at the end of any calendar year, which if added to an employee's accumulated sick leave at full pay will exceed 100 working days, shall, as soon as practicable after the end of each calendar year, be compensated for by cash payment of 50% of the salary rate current at the date of payment.

If an employee retires from the service of the City, or if an employee who is eligible to retire on or after July 1, 1996, dies prior to retirement, any balance of accumulated sick leave at full pay remaining unused at the date of retirement or death shall be compensated to the employee, or in the event of the death of the employee, to his/her legal beneficiaries, by cash payment at 50% of the employee's salary rate on the date of retirement or death.

If an employee retires from the service of the City, or if an employee who is eligible to retire on or after January 1, 1997, dies prior to retirement, any balance of accumulated sick leave at 50% of full pay remaining unused at the date of retirement or death shall be compensated to the employee, or in the event of the death of the employee, to his/her legal beneficiaries, by cash payment at 25% of the employee's salary rate on the date of retirement or death.

The City Council may, by resolution, authorize cash payment to the legal beneficiaries of any City employee who, on or after January 1, 1990, is killed during the performance of job-related duties, for the balance of the accumulated full-pay sick leave at 100% of the employee's salary rate on the date of his/her death.

In no instance shall an employee or his/her beneficiaries be compensated more than once for accumulated full pay sick leave or any 50% sick leave upon retirement or death.

Any unused balance of sick leave at 75% of full pay at the end of any calendar year shall be carried over and accumulated from one calendar year to the next to a maximum of 100 working days at 75% pay. All accrued sick leave at partial pay in excess of such maximum amounts shall be deemed waived and lost.

### **Preventive Medicine**

Upon approval of the appointing authority, an employee may be allowed sick leave with full pay not to exceed an aggregate of sixteen hours in any one calendar year, but not less

than one hour at any one time which shall be included in the allowance of sick leave at full pay under this Article for the purpose of securing preventive medical, dental, optical or other like treatment or examination for the employee and for the members of the employees immediate family, as defined in Article 7.4.

### **Doctor's Certificate Requirement**

Payment for sick leave at full pay for any period of three consecutive working days or less may be allowed upon approval of the appointing authority. No payment, however, for sick leave in excess of three consecutive working days shall be made until a doctor's certificate or other suitable and satisfactory proof showing the fact of the illness and the necessity for the absence, together with such other satisfactory proof of the probity of the claim as may be required as been received, accepted and approved by the employee's appointing authority and reported to the Controller. Nothing in this Article shall prevent the appointing authority from requiring a doctor's certificate or proof of illness at any time.

### **Extended Sick Leave**

When sick leave extends for more than 25 consecutive working days, the appointing authority shall initiate the following procedure:

1. The appointing authority shall transmit a medical report of the employee's physician or such other evidence as he/she may have to the Personnel Department Examining Physician as to the medical necessity for such leave, estimated duration of the disability and any other pertinent medical facts in connection therewith. The General Manager of the Personnel Department may, if he/she deems it advisable, order a medical examination or make other investigation of the employee for the purpose of said report by the Personnel Department Examining Physician.
2. Upon receipt of the report from the Personnel Department Examining Physician, the General Manager of the Personnel Department shall submit the same to the appointing authority.
3. The appointing authority, after considering such report, may approve further payment for such sick leave not to exceed 63 additional working days or may disapprove further payment for any such additional sick leave and shall so notify the office of the Controller.

In any case where use of sick leave with either full or partial pay, or both, extends for more than 63 consecutive working days beyond the first 25 consecutive working days, and for each successive period of 63 working days thereafter, the appointing authority shall reinstate the procedure set forth above before payment for more than each 63 consecutive days may be made.

### **Leave for Pregnancy**

Every full-time and half-time employee shall be entitled to use sick leave accrued pursuant to this Article if that employee is unable to work due to the employee's own pregnancy, childbirth, or related medical conditions.

## **ARTICLE 7.4      FAMILY ILLNESS**

Any employee who is absent from work by reason of the illness or injury of a member of his/her immediate family, and who has accrued unused sick leave at full pay, shall, upon the approval of the appointing authority be allowed leave of absence with full pay for a maximum of 12 working days in any one calendar year. The appointing authority may require that the employee furnish a doctor's certificate or other suitable proof showing the nature and extent of the injury or illness to justify such absence.

"Immediate family" shall include the father, mother, brother, sister, spouse, child, grandparents, grandchildren, step-parents, step-children, foster child, the domestic partner of an employee, and the child of a domestic partner.

Any employee claiming a domestic partner for purposes of this Article shall complete a confidential affidavit to be filed in the Employee Benefits Office, Personnel Department, which shall be signed by the City employee and the domestic partner, declaring the existence of a domestic partnership with a named domestic partner.

By extending to an employee the specific benefits defined by this Article, the City does not intend to confer or imply any other unspecified benefits to such employee, or to the employee's domestic partner, or to any other person.

Leave under this Article may be used for the adoption of a child.

## ARTICLE 7.5 HOLIDAYS AND HOLIDAY PAY

A. The following days shall be treated as holidays:

<u>Holiday</u>	<b>7/1/01 to 12/31/01</b>	<b>2002</b>	<b>2003</b>	<b>2004 and after</b>
1. New Year's Day		X	X	X
2. Martin Luther King's Birthday (the third Monday in January)		X	X	X
3. Washington's Birthday (the third Monday in February)		X	X	X
4. Cesar E. Chavez' Birthday (the last Monday in March)				X
5. Memorial Day (the last Monday in May)		X	X	X
6. Independence Day (July 4)	X	X	X	X
7. Labor Day (the first Monday in September)	X	X	X	X
8. Columbus Day (the second Monday in October)	X	X	X	X
9. Veteran's Day (November 11)	X	X	X	X
10. Thanksgiving Day (the fourth Thursday in November)	X	X	X	X
11. The Friday after Thanksgiving Day	X	X	X	X
12. Christmas Day (December 25)	X	X	X	X
13. The last four hours of an employee's scheduled work shift on the last working day preceding Christmas Day	X	X	X	
14. Any day or portion thereof declared to be a holiday by proclamation of the Mayor and the concurrence of the City Council by resolution	X	X	X	X
15. One unspecified holidays (per calendar year)	X	X	X	X

B. When any holiday from 1 through 12 above falls on a Sunday, it shall be observed on the following Monday.

C. When any holiday from 1 through 12 above falls on a Saturday, it shall be observed on the preceding Friday.

D. Any holiday declared by proclamation of the Mayor, shall not be deemed to advance the last scheduled working day before a holiday for purposes of computing any additional time off.



- E. Whenever a holiday from 1 through 12 above occurs during an employee's regular scheduled work week, eight (8) hours of paid leave shall be credited for the purpose of computing overtime pay for work performed after forty (40) hours.
- F. Whenever a holiday listed under 13 and/or 14 above occurs during an employee's regularly scheduled work week, the appropriate number of hours of paid leave shall be credited for the purpose of computing overtime pay for work performed after forty (40) hours.
- G. Whenever a holiday falls on an employee's 9/80 or modified day off, the employee shall take an alternate day off within the same calendar week as the holiday.
- H. Employees working (1) in excess of eight (8) hours on any holiday listed from 1 through 12 above, or (2) in excess of the last four (4) hours of an employee's assigned work shift on the last working day preceding Christmas Day (prior to 1/1/04), or (3) in excess of any day or portion thereof declared to be a holiday by proclamation of the Mayor, shall be paid at the appropriate holiday pay rate for his/her class. Hours worked in excess of the standard holiday hours as provided in (1), (2) and (3) above shall not be credited for determining an employee's basic forty (40) hour work week.
- I. An employee who works on any holiday above will be compensated at the rate of time and one-half (1½) for each hour worked, in addition to his/her regular compensation for the day, provided, however, that the employee has (1) worked his/her assigned shift immediately before, and his/her assigned shift immediately after the holiday, or (2) prior to such holiday. Management has authorized the employee to take paid leave time off in lieu of the requirement to work said shifts. Any employee who fails to meet these requirements will be paid at the rate of one hour for each hour worked.
- J. For each holiday listed above which results in time off with pay for employees working a Monday through Friday work week, employees who are scheduled to work other than the Monday through Friday work week shall be entitled to such day off with pay or shall be compensated in accordance with all pertinent provisions (B through I above). If such holiday falls on the employee's scheduled day off, an alternative day off in-lieu shall be scheduled within the same calendar week as the holiday.
- K. Management shall have the sole authority and responsibility to determine whether the compensation for any holiday worked shall be in cash or paid leave time off.

- L. The unspecified holiday shall be taken in accordance with the following requirements:
1. The holiday must be taken in one full normal working day increment of eight (8) hours during the calendar year in which it is credited or it will be forfeited. The request for such time off, if timely submitted by the employee, will be promptly approved by Management subject to the operating needs of the employee's department, office or bureau. If an unforeseen operating requirement prevents the employee from taking such previously approved holiday, Management will reschedule the holiday so that it may be taken on some other mutually satisfactory date within the calendar year.
  2. Any break in service (i.e., resignation, discharge, retirement) prior to taking the holiday shall forfeit any right thereto.
  3. The holiday shall not be utilized to extend the date of any layoff.
  4. No employee shall be entitled to an unspecified holiday until he/she has completed six months of satisfactory service.
  5. Employees who work in intermittent, on call, vacation relief, or seasonal positions shall not be entitled to an unspecified holiday.
  6. No employee shall receive more than one unspecified holiday each calendar year. Thus, (a) an employee transferring from the Department of Water and Power (DWP) to any other City department, office or bureau will not receive an unspecified holiday after taking such holiday prior to leaving the DWP, and (b) employees who resign or are terminated and then rehired during the same calendar year, will not receive an additional unspecified holiday when rehired.

## **ARTICLE 7.6      VACATIONS**

Each employee in this unit who has completed his/her qualifying year, shall be entitled to the following number of vacation days with full pay, based on the number of years of City service completed, accrued and credited at the rates indicated, subject to deductions for absences as provided in Section 4.246 of the LAAC:

<b>Years of Service Completed</b>	<b>Number of Vacation Days</b>	<b>Monthly Accrual Rate In Hours/Minutes</b>
1	11	7.20
5	17	11.20
13	18	11.20
14	19	11.20
15	20	11.20
16	21	11.20
17	22	14.40
18	23	14.40
19	24	16.00
25	25	16.40

## **ARTICLE 7.7      BEREAVEMENT LEAVE**

An employee who is absent from work by reason of the death of a member of his/her immediate family shall, upon the approval of the appointing authority or the agent thereof designated to determine such matters, be allowed a leave of absence with full pay for a maximum of three working days for each occurrence of a death in the employee's immediate family. Such employees shall furnish a death certificate or other satisfactory proof of the death to justify the absence. "Immediate family" shall include, father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, grandfather, grandmother, stepparents, stepchildren, grandchildren, any relative who resided in the employee's household, the domestic partner of an employee, and the following relatives of the domestic partner: mother, father, child, grandchild. For the purpose of this Article, simultaneous, multiple family deaths will be considered as one occurrence.

Any employee claiming a domestic partner for purposes of this Article shall complete a confidential affidavit to be filed in the Employee Benefits Office, Personnel Department, which shall be signed by the City employee only, declaring the existence of a domestic partnership with a named domestic partner. By extending to an employee the specific benefits defined by this Article, the City does not intend to confer or imply any other unspecified benefits to such employee, or to the employee's domestic partner, or to any other person.

In addition to the bereavement leave granted under this Article, upon the approval of the appointing authority, any employee who has accrued unused sick leave at full pay, shall be allowed sick leave with full pay not to exceed two working days per occurrence for the purpose of bereavement leave if it is necessary for the employee to travel a minimum of 1500 miles one way, as calculated by the Automobile Association of America (AAA). Employees requesting the use of sick leave under this provision shall furnish satisfactory proof to the appointing authority of the distance traveled. Use of sick leave hours for bereavement leave shall not be counted as sick leave in any department Sick Leave Use Monitoring Program.

## **ARTICLE 7.8      FAMILY AND MEDICAL LEAVE**

### **I.      Authorization for Leave**

During the term of this MOU, up to four (4) months (nine [9] pay periods) of family or medical leave shall be provided for the purpose of childbirth, adoption, foster care of a child, or serious health condition of an immediate family member (as defined in Article 7.4), upon the request of the employee, or the designation of Management in accordance with applicable Federal or State law, notwithstanding any other provisions of this MOU or the Los Angeles Administrative Code to the contrary.

An employee may take leave under the provisions of this Article if he/she has a serious health condition that makes him/her unable to perform the functions of his/her position.

Leave under the provisions of this Article shall be limited to four (4) months (nine [9] pay periods) during a twelve (12) month period, regardless of the number of incidents. A 12-month period shall begin on the first day of leave for each individual taking such leave. The succeeding 12-month period will begin the first day of leave taken under the provisions of this Article after completion of the previous 12-month period.

### **II.      Definitions**

- A.      Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in this State.
- B.      Domestic partner means a named domestic partner in a confidential affidavit declaring the existence of said domestic partner and signed by the City employee, which is on file in the Employee Benefits Office, Personnel Department.

- C. Parent means a biological, step, adoptive or foster parent, an individual who stands or stood *in loco parentis* to an employee, or a legal guardian. This term does not mean parents-in-law.
- D. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing *in loco parentis*, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.
- E. Persons who are *in loco parentis* include those with day-to-day responsibilities to care for and financially support a child, or in the case of an employee who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

### III. Eligibility

- A. The provisions of this Article shall apply to all employees in this Unit in all City departments who have been employed by the City for at least 12 months and who have worked at least 1,040 hours during the 12 months immediately preceding the beginning of the leave.

**Exception:** In accordance with Pregnancy Disability Leave under the California Fair Employment and Housing Act (FEHA), on the first day of employment with the City pregnant employees are eligible for six (6) weeks (three [3] pay periods) of leave if not disabled due to pregnancy and up to four (4) months (nine [9] pay periods) of leave if disabled due to pregnancy, inclusive of the aforementioned six-week non-disability leave.

- B. Parents (including those who are domestic partners) who both work for the City may take leave under the provisions of this Article at the same time to care for a new child by birth or adoption, or foster care of a child, however, the aggregate period of time to which both are entitled is limited to the time allowed for only one employee.

Spouses or domestic partners who both work for the City may take leave under the provisions of this Article at the same time to care for a sick parent, however, the aggregate period of time to which both are entitled is limited to the time allowed for only one employee.

Each employee must notify his/her employing department at the time the leave is requested of the name and department of the second family member who is requesting leave for the same incident. Such notification must include

the starting and ending dates of the time period for which each employee is requesting leave.

The time limitation described above does not apply to leave taken by one spouse or domestic partner to care for the other who is seriously ill, or to care for a child with a serious health condition.

#### **IV. Conditions**

- A. The start of a leave for a pregnant employee shall be:
  - 1. During or after the employee's pregnancy where there is no disability, at the employee's discretion; or
  - 2. At the beginning of the employee's pregnancy-related disability that a doctor certifies as necessary.
- B. The start of a family leave for adoption shall begin on a date reasonably close to the date the child is placed in the custody of the employee. Leave for adoption or foster care of a child may also be granted prior to placement if an absence from work is required.
- C. The start of a family leave for a serious health condition of a family member shall begin on the date requested by the employee.
- D. The start of a leave for the employee's own serious health condition shall begin on the date requested by the employee.
- E. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:
  - 1. Any period of Incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility; or
  - 2. A period of incapacity requiring an absence of greater than three calendar days involving continuing treatment by or under the supervision of a health care provider; or
  - 3. Any period of incapacity (or treatment resulting therefrom) due to a chronic serious health condition; or
  - 4. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; or

5. Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity or more than three consecutive days if left untreated; or
  6. Any period of incapacity due to pregnancy or for prenatal care.
- F. All leave granted under this Article shall normally be for a continuous period of time for each incident.

An employee shall be permitted to take intermittent leave or work on a reduced schedule to take care of a family member with a serious health condition or for his/her own serious health condition when it is medically necessary. Management may require the employee to transfer temporarily to an available alternative position with equivalent compensation for which the employee is qualified that accommodates recurring periods of leave better than the employee's regular position. Employees who elect a part-time schedule shall receive prorated compensated time off benefits in accordance with Section 4.110 of the Los Angeles Administrative Code during the duration of their part-time schedule.

Intermittent leave or work on a reduced schedule for the birth, adoption or foster care of a child shall only be permitted at the discretion of Management.

- G. If any employee requires another leave for a separate incident under the provisions of this Article during the same 12 month period, a new request must be submitted.
- H. In accordance with Pregnancy Disability Leave under the California FEHA, pregnant employees not disabled by pregnancy are entitled to six (6) weeks (three [3] pay periods) of leave. Employees who are disabled due to pregnancy, child birth, or related medical conditions are eligible for up to four (4) months (nine [9] pay periods) of leave, inclusive of the aforementioned six-week, non-disability leave, with medical certification certifying the employee as unable to work due to a pregnancy-related condition. Pregnancy Disability Leave under the FEHA may be taken before or after the birth of the child. Pregnancy leave under the federal Family and Medical Leave Act shall run concurrently with Pregnancy Disability Leave under the FEHA, and must be concluded within one year of the child's birth.

Employees (either parent) are also eligible for family leave ("bonding") under the California Family Rights Act, which shall be limited to four months (nine [9] pay periods) and must be concluded within one year of the child's birth. (The administration of such leave shall be in accordance with Section III.B. of this Article.)

- I. A personal leave beyond the four (4) month (nine [9] pay periods) leave provided in this Article may be requested, subject to the approval of the appointing authority and, if required, the Personnel Department, as provided under other City leave provisions.
- J. An employee receiving Workers' Compensation benefits (either IOD or the rate provided in Division IV of the California Labor Code) who meets the eligibility requirements in II.A. of this Article shall automatically be considered to be on family and medical leave, effective the first day of the employee's absence.
- K. Management has the right to verify the certification of a serious health condition by a health care provider for a leave under the provisions of this Article. Management shall allow the employee at least 15 calendar days to obtain the medical certification.
- L. Upon return from family or medical leave, an employee shall be returned to his/her original job or to an equivalent job.

## **V. Notice Requirements**

### **A. Employee**

When an employee requests family or medical leave, he/she must state the reason for the requested leave (e.g., childbirth, to care for an immediate family member with a serious health condition, etc.). When the necessity for a leave is foreseeable, the employee must provide at least 30 days notice. However, if the leave must begin in less than 30 days, the employee must provide as much advance notice as is practicable.

### **B. Management**

In response to an employee's request for family or medical leave, Management shall indicate whether or not the employee is eligible for such leave, if such leave will be counted against the employee's annual family or medical leave entitlement, and any requirement for the employee to furnish medical certification. Management shall notify an employee if it designates paid or unpaid leave as qualifying time taken by an employee as family or



medical leave-qualifying regardless of whether or not the employee initiates a request to take family or medical leave,

## **VI. Applicable Time Off**

Employees who are granted leave in accordance with this Article shall take time off in the following order:

### **A. Childbirth (Mother)**

1. Accrued sick leave (100% or 75%) for the entire period of disability that a health care provider certifies is necessary (including prenatal care or the mother's inability to work prior to the birth), may be taken at the employee's discretion.
2. For the non-disability portion of childbirth leave (before delivery or after "bonding"), accrued vacation available at the start of the leave shall be used prior to the use of time under 3, 4, 5 and 6 below.
3. Accrued 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
4. Accrued 75% sick leave, following use of all 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
5. Unpaid leave.
6. Accrued compensatory time off may be used at the employee's discretion, with Management approval, after exhaustion of 100% sick leave (No. 3 above). However, FLSA compensatory time off shall not be counted against the employee's four-month (nine [9] pay period) family or medical leave entitlement. Therefore, any use of FLSA compensatory time off under this Section shall extend the employee's family or medical leave by the total amount of FLSA compensatory time off used.

### **B. Childbirth (Father), Adoption, Foster Care, or Family Illness**

1. Annual family illness sick leave up to twelve (12) days may be used at the employee's discretion. Such leave may be taken before or after the vacation described in 2 below.

2. Accrued vacation available at the start of the leave shall be taken. Such time must be used prior to the use of time under 3, 4, 5 and 6 below.
3. Accrued 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
4. Accrued 75% sick leave following use of all 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
5. Unpaid leave.
6. Accrued compensatory time off may be used at the employee's discretion, with Management approval, after exhaustion of 100% sick leave (No. 3 above). However, FLSA compensatory time off shall not be counted against the employee's four-month (nine [9] pay period) family or medical leave entitlement. Therefore, any use of FLSA compensatory time off under this Section shall extend the employee's family or medical leave by the total amount of FLSA compensatory time off used.

**C. Personal Medical Leave**

1. Accrued 100% sick leave may be used at the employee's discretion. Such leave may be taken before or after the vacation described in No. 3 below.
2. Accrued 75% sick leave may be used following use of all 100% sick leave at the employee's discretion. Such leave may be taken before or after the vacation described in No. 3 below.
3. Accrued vacation time
4. Unpaid leave.
5. Accrued compensatory time off may be used at the employee's discretion, with Management approval, after exhaustion of 100% sick leave (No. 1 above). However, FLSA compensatory time off shall not be counted against the employee's four-month (nine [9] pay period) family or medical leave entitlement. Therefore, any use of FLSA compensatory time off under this Section shall extend the employee's family or medical leave by the total amount of FLSA compensatory time off used.

## **VII. Sick Leave Rate of Pay**

Payment for sick leave usage under VI. A, B, and C shall be at the regular accrued rate of 100% or 75%, as appropriate.

## **VII. Monitoring**

Management shall maintain such records as are required to monitor the usage of leave as defined in this Article. Such records are to be made available to the Association upon request.

It is the intent of the parties that the provisions and administration of this Article be in compliance with the Family and Medical Leave Act of 1993, the California Family Rights Act of 1993 and the Pregnancy Disability Leave provisions of the California Fair Employment and Housing Act.

## **ARTICLE 7.9 PARKING**

The provisions of the Special Memorandum of Understanding regarding City Employee Parking and Commute Options, including all existing and future amendments, shall apply to employees represented by the Engineers and Architects Association. All City-wide parking and transportation policies promulgated by either the Commute Options and Parking Section of the Personnel Department and/or the Joint Labor-Management Committee on Commute Options and Parking shall also apply, including the policies regarding appeals of employee parking issues. Such appeals shall not be grievable.

### **Temporary Parking - Occasional Mileage Assignment**

Employees who are assigned to receive mileage on an occasional basis, and are not otherwise assigned a mileage parking permit may apply to Parking Services for a temporary parking pass (for one or more days), upon certification by a supervisor in advance that the employee will be assigned to mileage on a specific date(s). Such temporary pass may be requested in lieu of receiving reimbursement for parking on the date of the mileage assignment.

Such permits shall be available only for City owned lots for which temporary permits are normally available.

### **Temporary Parking - Office Relocation**

It is the understanding of the parties that temporary transition parking for a function relocated to the civic center area may be provided under the condition that such temporary parking shall not exceed 30 days and no more than 10 permits shall be available at any time to any group of City employees.

The purpose of such transition parking is to provide affected employees with the opportunity to arrange carpools, vanpools or public transportation at their new work location.

Application for such permits shall be submitted by the General Manager of the relocated department on behalf of the group of affected employees. Such permits shall be made available to employees who do not immediately qualify for regular parking permits or a transportation subsidy. If the number of relocated employees exceeds 10, then it shall be the responsibility of the requesting department to determine eligibility, and such determination shall not be subject to grievance or appeal to Parking Services.

Such permits shall be available only for City-owned lots for which temporary permits are normally available. They will not be available to individual employees who transfer or promote between locations.

#### **ARTICLE 7.10     DISABILITY INSURANCE PLAN**

Management shall expend for active employees of this Unit who are members of LACERS the sum necessary to cover the cost of a basic disability insurance plan. Management shall also maintain a Supplemental Disability Insurance Plan, enrollment in which is at the discretion of each employee. The full cost of the Supplemental Disability Insurance Plan premiums shall be paid by the individual employees who enroll in the plan. The City's Joint Labor-Management Benefits Committee shall determine the benefits and provider of the plan.

#### **ARTICLE 7.11     DEPENDENT CARE REIMBURSEMENT ACCOUNT**

During the term of this MOU, Management agrees to maintain a Dependent Care Reimbursement Account (DCRA), qualified under Section 129 of the Internal Revenue Code, for active employees who are members of LACERS, provided that sufficient enrollment is maintained to continue to make the account available. Enrollment in the DCRA is at the discretion of each employee. All contributions into the DCRA and related administrative fees shall be paid by employees who are enrolled in the plan. As a qualified Section 129 plan, the DCRA shall be administered according to the rules and regulations specified for such plans by the Internal Revenue Service.

#### **ARTICLE 7.12     EMPLOYEE ASSISTANCE PROGRAM**

Management will expend for active employees who are members LACERS, and their eligible dependents, the sum necessary to cover the cost of an Employee Assistance Program (EAP). The benefits and services of the EAP and the EAP provider shall be determined by the City's Joint Labor-Management Benefits Committee.

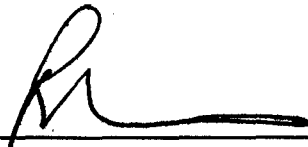
## **ARTICLE 7.13     WORKERS' COMPENSATION**

Management agrees to continue providing Workers' Compensation benefits in accordance with Section 4.104 of the Los Angeles Administrative Code. During the term of this MOU, salary continuation payments during absences for temporary disability conditions shall be in an amount equal to the employee's regular biweekly, take-home pay at the time of incurring the disability condition. For purposes of this Article, take-home pay shall be defined as an employee's biweekly gross salary rate less the mandatory deduction for Federal and State income tax withholding and employee retirement contributions. The employee will be able to make adjustments in his/her voluntary deductions while on temporary disability leave but will not be able to change the amount normally deducted for State and Federal income taxes, unless the employee has changed those deductions to those which he/she is legally entitled to take within ten (10) days of the commencement of any disability leave, or within ten (10) days of any change in dependents.

MOU 1-04

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Memorandum of Understanding the day, month, and year first above written.

Engineers and Architects Association



Robert G. Aquino  
Executive Director

City of Los Angeles  
Representatives



William T. Fujioka  
City Administrative Officer

Los Angeles World Airports

Department of Animal Services

Los Angeles Department of Building and  
Safety

City Attorney's Office

City Clerk's Office

Los Angeles City Employees' Retirement  
System

Community Development Department

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Controller's Office

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Cultural Affairs Department

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Fire Department

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General Services Department

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Harbor Department

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Information Technology Agency

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Library Department

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Office of Finance

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Convention Center

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Department of Pensions

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Planning Department

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Police Department

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Department of Public Works

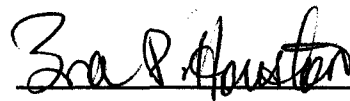
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Department of Recreation and Parks

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Department of Transportation

For the City Attorney's Office:

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5/30/03  
Date



## **SALARY NOTES**

- Note 1:** Each person in the Community Development Department occupying a position of Project Coordinator, Code 1537, on May 1, 1979, which was subsequently reallocated to Grants Management Specialist I, Code 1572-1, and which was subsequently reallocated to Management Analyst I, Code 9184 shall continue to receive compensation at the level of Project Coordinator, until he/she vacates said position.
- Note 2:** Any person employed in the class of Program Aide, Code 1550, for the Summer Program for Economically Disadvantaged Youth (SPEDY) shall be appointed at the second step of the salary range prescribed for this class.
- Note 3:** Any person employed in the class of Safety Engineering Associate I/II, Code 1726-1/2, for which registration as a professional engineer with the California State Board of Registration for Professional Engineers is not required, shall, while so registered, receive salary at the second premium level rate above the appropriate step rate of the salary prescribed for the class at the beginning of the payroll period next succeeding the date the individual presents to the appointing authority a formal certificate, pocket identification card or other such document or communication evidencing registration as a professional engineer as is satisfactory to the appointing authority.
- Note 4:** Any person employed in an accounting or auditing class below the level of Principal Accountant shall receive salary at the second premium level rate above the appropriate step rate of the salary range prescribed for that class upon presenting satisfactory proof of his/her certificate of registration as a Certified Public Accountant with the California State Board of Accountancy or registration as a Certified Internal Auditor with the Institute of Internal Auditors to his/her appointing authority. This bonus shall commence at the beginning of the payroll period next succeeding the date the person presents said proof of registration. Persons receiving the bonus prior to July 1, 1987 based on a non-California certificate shall continue to receive the bonus.
- Note 5:** An employee who is appointed from a Civil Service eligible list to the class of Management Aide, Code 1508, whose hourly rate of compensation immediately prior to such appointment is higher than the 5th step hourly rate for Management Aide, shall continue to receive compensation at the same hourly rate that the employee was receiving on the date prior to such appointment. The employee shall continue to receive the hourly rate assigned upon appointment to Management Aide until such time as the

prescribed hourly rate for the class of Management Aide exceeds the salary assigned to the employee or the employee receives an appointment to a class and pay grade with a hourly rate higher than the hourly rate assigned upon appointment to Management Aide.

Persons employed in the class of Management Aide on June 30, 1994, who were appointed from a Civil Service eligible list to that class, whose hourly rate of compensation immediately prior to their appointment to Management Aide was higher than the 5th step hourly rate for Management Aide, shall receive the prior higher hourly rate, effective the date of appointment to Management Aide. These employees shall continue to receive such hourly rate of compensation until such time as the prescribed hourly rate for the class of Management Aide exceeds the salary assigned to the employee or the employee receives an appointment to a class and pay grade with a hourly rate higher than the hourly rate assigned under the provisions of this Salary Note.

**Note 6:** An employee who is appointed from a Civil Service eligible list to the class of Accounting Aide, Code 1585, whose hourly rate of compensation immediately prior to such appointment is higher than the 5th step hourly rate for Accounting Aide shall continue to receive compensation at the same hourly rate that the employee was receiving on the date prior to such appointment. The employee shall continue to receive the hourly rate assigned upon appointment to Accounting Aide until such time as the prescribed hourly rate for the class of Accounting Aide exceeds the salary assigned to the employee or the employee receives an appointment to a class and pay grade with a hourly rate higher than the hourly rate assigned upon appointment to Accounting Aide.

Persons employed in the class of Accounting Aide on July 1, 1995, who were appointed from a Civil Service eligible list to that class, whose hourly rate of compensation immediately prior to their appointment to Accounting Aide was higher than the 5th step hourly rate for Accounting Aide, shall receive the prior higher hourly rate, effective the date of appointment to Accounting Aide. These employees shall continue to receive such hourly rate of compensation until such time as the prescribed hourly rate for the class of Accounting Aide exceeds the salary assigned to the employee or the employee receives an appointment to a class and pay grade with a hourly rate higher than the hourly rate assigned under the provisions of this Salary Note.

**Note 7:** An employee who is appointed from a Civil Service eligible list, to the class of Workers' Compensation Aide, Code 1775, whose hourly rate of

compensation immediately prior to such appointment is higher than the 5th step hourly rate for Worker' Compensation Aide shall continue to receive compensation at the same hourly rate that the employee was receiving on the date prior to such appointment. The employee shall continue to receive the hourly rate assigned upon appointment to Workers' Compensation Aide until such time as the prescribed hourly rate for the class of Workers' Compensation Aide exceeds the salary assigned to the employee or the employee receives an appointment to a class and pay grade with a hourly rate higher than the hourly rate assigned upon appointment to Workers' Compensation Aide.

Persons employed in the class of Workers' Compensation Aide on July 1, 1995, who were appointed from a Civil Service eligible list to that class, whose hourly rate of compensation immediately prior to their appointment to Workers' Compensation Aide was higher than the 5th step hourly rate for Workers' Compensation Aide, shall receive the prior higher hourly rate, effective the date of appointment to Workers' Compensation Aide. These employees shall continue to receive such hourly rate of compensation until such time as the prescribed hourly rate for the class of Workers' Compensation Aide exceeds the salary assigned to the employee or the employee receives an appointment to a class and pay grade with a hourly rate higher than the hourly rate assigned under the provisions of this Salary Note.

**Note 8:** An employee who is appointed from a Civil Service eligible list to the class of Management Assistant, Code 1539, whose hourly rate of compensation immediately prior to such appointment is higher than the 5th step hourly rate for Management Assistant shall continue to receive compensation at the same hourly rate that the employee was receiving on the date prior to such appointment. The employee shall continue to receive the hourly rate assigned upon appointment to Management Assistant until such time as the prescribed hourly rate for the class of Management Assistant exceeds the salary assigned to the employee or the employee receives an appointment to a class and pay grade with a hourly rate higher than the hourly rate assigned upon appointment to Management Assistant.

Persons employed in the class of Management Assistant on July 1, 1997, whose hourly rate of compensation immediately prior to their appointment to Management Assistant was higher than the 5th step hourly rate for Management Assistant, shall receive the prior higher hourly rate effective July 1, 1997. These employees shall continue to receive such hourly rate of compensation until such time as the prescribed hourly rate for the class of

Management Assistant exceeds the salary assigned to the employee or the employee receives an appointment to a class and pay grade with a hourly rate higher than the hourly rate assigned under the provisions of this Salary Note.

**Note 9:** One person employed in the class of Paralegal I, Code 0576, in the City Attorney's Office assigned to supervise a group of volunteer paralegals shall receive salary at the second premium level rate above the appropriate step rate of the salary range prescribed for that class.

**Note 10:** One employee, Janet Wong, occupying a position in the class of Accountant II, Code 1513-2, in the Department of Recreation and Parks, who immediately prior to being assigned to such classification was employed as a Senior Accountant II, Code 1523-2 Step 5, shall, notwithstanding the class in which she is employed, be compensated at the salary rate prescribed for the class of Senior Accountant II, Code 1523-2, Step 5, until such time as she is employed in a class and pay grade that is compensated at a salary rate that is equal to or higher than the salary rate for the class of Senior Accountant II, Code 1523-2, Step 5.

**Note 11:** An employee who is appointed from a Civil Service eligible list, to the class of Systems Aide, Code 1599, whose hourly rate of compensation immediately prior to such appointment is higher than the 5th step hourly rate for Systems Aide shall continue to receive compensation at the same hourly rate that the employee was receiving on the date prior to such appointment. The employee shall continue to receive the hourly rate assigned upon appointment to Systems Aide until such time as the prescribed hourly rate for the class of Systems Aide exceeds the salary assigned to the employee or the employee receives an appointment to a class and pay grade with a hourly rate higher than the hourly rate assigned upon appointment to Systems Aide.

**Note 12:** Employees in the class of Tax Compliance Officer II, Code 1179-2, who have at least 18 months of service in the class of Tax Compliance Officer, including at least six (6) months of service as a Tax Compliance Officer II, shall receive a two premium level bonus above the appropriate step rate of the salary for the position. This bonus shall be used to determine step placement upon promotion to Tax Compliance Officer III or Principal Tax Compliance Officer. Notwithstanding Section 4.91 of the LAAC, this bonus shall not be used to determine step placement upon appointment to a classification other than Tax Compliance Officer or Principal Tax Compliance Officer.

**Note 13:** Internal Auditors, Code 1625, at the pay grade I, II or III level shall receive salary at the second premium level rate above the appropriate step rate of the salary range prescribed for the position upon presenting satisfactory proof of hi/her certificate of registration as a Certified Public Accountant with the California State Board of Accountancy or registration as a Certified Internal Auditor with the Institute of Internal Auditors to his/her appointing authority. This bonus shall commence at the beginning of the payroll period next succeeding the date the person presents said proof of registration.

Louis Benjamins, when occupying a position allocated to Internal Auditor IV, shall receive salary at the second premium level rate above the appropriate step rate of the salary range prescribed for the position for maintaining a current certificate of registration as a Certified Public Accountant with the California State Board of Accountancy.

**Note 14:** Employees covered by this MOU shall not be eligible for adjusted salary under the noise provisions of Note K of Schedule A of Section 4.61 of the Los Angeles Administrative Code.

## **LETTER OF INTENT**

### **2001-2004 Memorandum of Understanding for the**

### **Administrative Unit**

In conjunction with the 2001-04 Memorandum of Understanding, Management and the Engineers and Architects Association (EAA) mutually agree that the Office of the City Administrative Officer will conduct a salary survey of positions comparable to the Airport Operations Coordinator and the Superintendent of Operations classes and that said survey will be completed within three months of the date of City Council approval of the Administrative Unit MOU. EAA and Management agree to meet and confer regarding the results of the salary survey within thirty days of the completion of the survey.

#### **FOR THE UNION:**

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Robert G. Aquino  
Executive Director

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Date

#### **FOR MANAGEMENT:**

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William T Fujioka  
City Administrative Officer

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Date

APPENDIX A

Operative on July 1, 2001

CLASS CODE		TITLE	SALARY RANGE	
1513	1	Accountant I	1767	
1513	2	Accountant II	1915	
1585		Accounting Aide	1655	
9135		Administrative Hearing Officer	2108	
7267		Airports Operations Coordinator	1877	
1191	1	Archivist I	2075	
1191	2	Archivist II	2460	
2448		Art Curator	1866	
2447	1	Art Instructor I	1676	
2447	2	Art Instructor II	1767	
2447	3	Art Instructor III	1864	
2454		Arts Associate	1767	
1517	1	Auditor I	2097	
1517	2	Auditor II	0	
1764	1	Background Investigator I	1936	
1764	2	Background Investigator II	2046	
1764	3	Background Investigator III	2404	
0567		City Attorney Administrative Coordinator I	2108	
0568		City Attorney Administrative Coordinator II	2488	
0569		City Attorney Administrative Coordinator III	2939	
0570		City Attorney Administrative Coordinator IV	3639	
0560		City Attorney Investigator II	2221	
0561		City Attorney Investigator III	2343	
0525		City Attorney Systems Analyst II	2488	
1561	1	City Interdepartmental Coordinator I	2349	
1561	2	City Interdepartmental Coordinator II	2908	
2501	1	Community Program Assistant I	1767	
2501	2	Community Program Assistant II	1937	
2501	3	Community Program Assistant III	2329	
9053		Community Services Representative	1249	
9224	1	Harbor Planning & Economic Analyst I	2629	
9224	2	Harbor Planning & Economic Analyst II	2917	
1790		Harbor Special Events Coordinator	2404	
0563		Hearing Officer City Attorney	2315	
2398		Historic Site Curator	1936	
8504		Housing Planning & Economic Analyst	2591	
1625	1	Internal Auditor I	2111	
1625	2	Internal Auditor II	2488	
1625	3	Internal Auditor III	2939	
1625	4	Internal Auditor IV	3639	
0562		Law Clerk	1401	(3)
0565		Legal Assistant	1955	
1182	1	Legislative Assistant I	2939	
1182	2	Legislative Assistant II	3174	
1539		Management Assistant	1767	
1508		Management Aide	1767	
9184	1	Management Analyst I	2111	
9184	2	Management Analyst II	2488	
2425	1	Marine Aquarium Curator I	1896	
2425	2	Marine Aquarium Curator II	2111	

APPENDIX A

Operative on July 1, 2001

CLASS CODE		TITLE	SALARY RANGE	
0576		Paralegal I	1955	
0577		Paralegal II	2439	
2473		Photography Instructor	1577	
1868		Procurement Aide	1767	
1859	1	Procurement Analyst I	1767	
1859	2	Procurement Analyst II	2108	
1550		Program Aide	1351	
1534		Program Aide Aging	1351	
1542		Project Assistant	1767	
1537		Project Coordinator	2329	
1785	1	Public Relations Specialist I	1767	
1785	2	Public Relations Specialist II	2021	
1864	1	Purchasing Specifications Analyst I	2206	
1864	2	Purchasing Specifications Analyst II	2597	
1726	1	Safety Engineering Associate I	2238	(3)
1726	2	Safety Engineering Associate II	2523	(3)
0593		Senior Hearing Officer	2514	
2385	1	Social Worker I	2111	
2385	2	Social Worker II	2488	
2385	3	Social Worker III	2939	
0602	1	Special Investigator I	2488	
0602	2	Special Investigator II	3211	
7269	1	Superintendent of Operations I	2480	
7269	2	Superintendent of Operations II	2939	
1599		Systems Aide	1767	
1596	1	Systems Analyst I	2108	(2)
1596	2	Systems Analyst II	2488	
1514	1	Tax Auditor I	2152	
1514	2	Tax Auditor II	2538	
1179	1	Tax Compliance Officer I	0	
1179	2	Tax Compliance Officer II	0	
1179	3	Tax Compliance Officer III	0	
6401		Transit Aide	1767	
6402	I	Transit Analyst I	2111	
6402	2	Transit Analyst II	2488	
2495		Volunteer Coordinator	2111	
1774		Workers Compensation Analyst	2111	



# APPENDIX A

Operative on July 1, 2001

RANGE: 1249

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	12.49	13.19	13.93	14.71	15.53
BI-WEEKLY	999.20	1,055.20	1,114.40	1,176.80	1,242.40
MONTHLY	2,173.26	2,295.06	2,423.82	2,559.54	2,702.22
ANNUAL	26,079.12	27,540.72	29,085.84	30,714.48	32,426.64

RANGE: 1351

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.51	14.26	15.06	15.90	16.79
BI-WEEKLY	1,080.80	1,140.80	1,204.80	1,272.00	1,343.20
MONTHLY	2,350.74	2,481.24	2,620.44	2,766.60	2,921.46
ANNUAL	28,208.88	29,774.88	31,445.28	33,199.20	35,057.52

RANGE: 1401

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.01	14.79	15.61	16.48	17.40
BI-WEEKLY	1,120.80	1,183.20	1,248.80	1,318.40	1,392.00
MONTHLY	2,437.74	2,573.46	2,716.14	2,867.52	3,027.60
ANNUAL	29,252.88	30,881.52	32,593.68	34,410.24	36,331.20

RANGE: 1577

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.77	16.65	17.58	18.56	19.59
BI-WEEKLY	1,261.60	1,332.00	1,406.40	1,484.80	1,567.20
MONTHLY	2,743.98	2,897.10	3,058.92	3,229.44	3,408.66
ANNUAL	32,927.76	34,765.20	36,707.04	38,753.28	40,903.92

RANGE: 1655

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.55	17.47	18.44	19.47	20.56
BI-WEEKLY	1,324.00	1,397.60	1,475.20	1,557.60	1,644.80
MONTHLY	2,879.70	3,039.78	3,208.56	3,387.78	3,577.44
ANNUAL	34,556.40	36,477.36	38,502.72	40,653.36	42,929.28

APPENDIX A

Operative on July 1, 2001

RANGE: 1676

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.76	17.69	18.68	19.72	20.82
BI-WEEKLY	1,340.80	1,415.20	1,494.40	1,577.60	1,665.60
MONTHLY	2,916.24	3,078.06	3,250.32	3,431.28	3,622.68
ANNUAL	34,994.88	36,936.72	39,003.84	41,175.36	43,472.16

RANGE: 1767

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.67	18.66	19.70	20.80	21.96
BI-WEEKLY	1,413.60	1,492.80	1,576.00	1,664.00	1,756.80
MONTHLY	3,074.58	3,246.84	3,427.80	3,619.20	3,821.04
ANNUAL	36,894.96	38,962.08	41,133.60	43,430.40	45,852.48

RANGE: 1864

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.64	19.68	20.78	21.94	23.16
BI-WEEKLY	1,491.20	1,574.40	1,662.40	1,755.20	1,852.80
MONTHLY	3,243.36	3,424.32	3,615.72	3,817.56	4,029.84
ANNUAL	38,920.32	41,091.84	43,388.64	45,810.72	48,358.08

RANGE: 1866

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.66	19.70	20.80	21.96	23.18
BI-WEEKLY	1,492.80	1,576.00	1,664.00	1,756.80	1,854.40
MONTHLY	3,246.84	3,427.80	3,619.20	3,821.04	4,033.32
ANNUAL	38,962.08	41,133.60	43,430.40	45,852.48	48,399.84

RANGE: 1877

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.77	19.82	20.93	22.10	23.33
BI-WEEKLY	1,501.60	1,585.60	1,674.40	1,768.00	1,866.40
MONTHLY	3,265.98	3,448.68	3,641.82	3,845.40	4,059.42
ANNUAL	39,191.76	41,384.16	43,701.84	46,144.80	48,713.04

APPENDIX A

Operative on July 1, 2001

RANGE: 1896

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.96	20.02	21.14	22.32	23.56
BI-WEEKLY	1,516.80	1,601.60	1,691.20	1,785.60	1,884.80
MONTHLY	3,299.04	3,483.48	3,678.36	3,883.68	4,099.44
ANNUAL	39,588.48	41,801.76	44,140.32	46,604.16	49,193.28

RANGE: 1915

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.15	20.22	21.35	22.54	23.80
BI-WEEKLY	1,532.00	1,617.60	1,708.00	1,803.20	1,904.00
MONTHLY	3,332.10	3,518.28	3,714.90	3,921.96	4,141.20
ANNUAL	39,985.20	42,219.36	44,578.80	47,063.52	49,694.40

RANGE: 1936

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.36	20.44	21.58	22.78	24.05
BI-WEEKLY	1,548.80	1,635.20	1,726.40	1,822.40	1,924.00
MONTHLY	3,368.64	3,556.56	3,754.92	3,963.72	4,184.70
ANNUAL	40,423.68	42,678.72	45,059.04	47,564.64	50,216.40

RANGE: 1937

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.37	20.45	21.59	22.79	24.06
BI-WEEKLY	1,549.60	1,636.00	1,727.20	1,823.20	1,924.80
MONTHLY	3,370.38	3,558.30	3,756.66	3,965.46	4,186.44
ANNUAL	40,444.56	42,699.60	45,079.92	47,585.52	50,237.28

RANGE: 1955

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.55	20.64	21.79	23.00	24.28
BI-WEEKLY	1,564.00	1,651.20	1,743.20	1,840.00	1,942.40
MONTHLY	3,401.70	3,591.36	3,791.46	4,002.00	4,224.72
ANNUAL	40,820.40	43,096.32	45,497.52	48,024.00	50,696.64

APPENDIX A

Operative on July 1, 2001

RANGE: 2021

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.21	21.34	22.53	23.79	25.12
BI-WEEKLY	1,616.80	1,707.20	1,802.40	1,903.20	2,009.60
MONTHLY	3,516.54	3,713.16	3,920.22	4,139.46	4,370.88
ANNUAL	42,198.48	44,557.92	47,042.64	49,673.52	52,450.56

RANGE: 2046

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.46	21.60	22.80	24.07	25.41
BI-WEEKLY	1,636.80	1,728.00	1,824.00	1,925.60	2,032.80
MONTHLY	3,560.04	3,758.40	3,967.20	4,188.18	4,421.34
ANNUAL	42,720.48	45,100.80	47,606.40	50,258.16	53,056.08

RANGE: 2075

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.75	21.91	23.13	24.42	25.78
BI-WEEKLY	1,660.00	1,752.80	1,850.40	1,953.60	2,062.40
MONTHLY	3,610.50	3,812.34	4,024.62	4,249.08	4,485.72
ANNUAL	43,326.00	45,748.08	48,295.44	50,988.96	53,828.64

RANGE: 2097

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.97	22.14	23.37	24.67	26.05
BI-WEEKLY	1,677.60	1,771.20	1,869.60	1,973.60	2,084.00
MONTHLY	3,648.78	3,852.36	4,066.38	4,292.58	4,532.70
ANNUAL	43,785.36	46,228.32	48,796.56	51,510.96	54,392.40

RANGE: 2108

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.08	22.26	23.50	24.81	26.19
BI-WEEKLY	1,686.40	1,780.80	1,880.00	1,984.80	2,095.20
MONTHLY	3,667.92	3,873.24	4,089.00	4,316.94	4,557.06
ANNUAL	44,015.04	46,478.88	49,068.00	51,803.28	54,684.72

APPENDIX A

Operative on July 1, 2001

RANGE: 2111

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.11	22.29	23.53	24.84	26.22
BI-WEEKLY	1,688.80	1,783.20	1,882.40	1,987.20	2,097.60
MONTHLY	3,673.14	3,878.46	4,094.22	4,322.16	4,562.28
ANNUAL	44,077.68	46,541.52	49,130.64	51,865.92	54,747.36

RANGE: 2152

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.52	22.72	23.99	25.33	26.74
BI-WEEKLY	1,721.60	1,817.60	1,919.20	2,026.40	2,139.20
MONTHLY	3,744.48	3,953.28	4,174.26	4,407.42	4,652.76
ANNUAL	44,933.76	47,439.36	50,091.12	52,889.04	55,833.12

RANGE: 2206

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.06	23.29	24.59	25.96	27.41
BI-WEEKLY	1,764.80	1,863.20	1,967.20	2,076.80	2,192.80
MONTHLY	3,838.44	4,052.46	4,278.66	4,517.04	4,769.34
ANNUAL	46,061.28	48,629.52	51,343.92	54,204.48	57,232.08

RANGE: 2221

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.21	23.45	24.76	26.14	27.60
BI-WEEKLY	1,776.80	1,876.00	1,980.80	2,091.20	2,208.00
MONTHLY	3,864.54	4,080.30	4,308.24	4,548.36	4,802.40
ANNUAL	46,374.48	48,963.60	51,698.88	54,580.32	57,628.80

RANGE: 2238

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.38	23.63	24.95	26.34	27.81
BI-WEEKLY	1,790.40	1,890.40	1,996.00	2,107.20	2,224.80
MONTHLY	3,894.12	4,111.62	4,341.30	4,583.16	4,838.94
ANNUAL	46,729.44	49,339.44	52,095.60	54,997.92	58,067.28

APPENDIX A

Operative on July 1, 2001

RANGE: 2315

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.15	24.44	25.80	27.24	28.76
BI-WEEKLY	1,852.00	1,955.20	2,064.00	2,179.20	2,300.80
MONTHLY	4,028.10	4,252.56	4,489.20	4,739.76	5,004.24
ANNUAL	48,337.20	51,030.72	53,870.40	56,877.12	60,050.88

RANGE: 2329

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.29	24.59	25.96	27.41	28.94
BI-WEEKLY	1,863.20	1,967.20	2,076.80	2,192.80	2,315.20
MONTHLY	4,052.46	4,278.66	4,517.04	4,769.34	5,035.56
ANNUAL	48,629.52	51,343.92	54,204.48	57,232.08	60,426.72

RANGE: 2343

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.43	24.74	26.12	27.58	29.12
BI-WEEKLY	1,874.40	1,979.20	2,089.60	2,206.40	2,329.60
MONTHLY	4,076.82	4,304.76	4,544.88	4,798.92	5,066.88
ANNUAL	48,921.84	51,657.12	54,538.56	57,587.04	60,802.56

RANGE: 2349

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.49	24.80	26.18	27.64	29.18
BI-WEEKLY	1,879.20	1,984.00	2,094.40	2,211.20	2,334.40
MONTHLY	4,087.26	4,315.20	4,555.32	4,809.36	5,077.32
ANNUAL	49,047.12	51,782.40	54,663.84	57,712.32	60,927.84

RANGE: 2404

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.04	25.38	26.80	28.29	29.87
BI-WEEKLY	1,923.20	2,030.40	2,144.00	2,263.20	2,389.60
MONTHLY	4,182.96	4,416.12	4,663.20	4,922.46	5,197.38
ANNUAL	50,195.52	52,993.44	55,958.40	59,069.52	62,368.56

APPENDIX A

Operative on July 1, 2001

RANGE: 2439

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.39	25.75	27.19	28.71	30.31
BI-WEEKLY	1,951.20	2,060.00	2,175.20	2,296.80	2,424.80
MONTHLY	4,243.86	4,480.50	4,731.06	4,995.54	5,273.94
ANNUAL	50,926.32	53,766.00	56,772.72	59,946.48	63,287.28

RANGE: 2460

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.60	25.97	27.42	28.95	30.56
BI-WEEKLY	1,968.00	2,077.60	2,193.60	2,316.00	2,444.80
MONTHLY	4,280.40	4,518.78	4,771.08	5,037.30	5,317.44
ANNUAL	51,364.80	54,225.36	57,252.96	60,447.60	63,809.28

RANGE: 2480

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.80	26.18	27.64	29.18	30.81
BI-WEEKLY	1,984.00	2,094.40	2,211.20	2,334.40	2,464.80
MONTHLY	4,315.20	4,555.32	4,809.36	5,077.32	5,360.94
ANNUAL	51,782.40	54,663.84	57,712.32	60,927.84	64,331.28

RANGE: 2488

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.88	26.27	27.73	29.28	30.91
BI-WEEKLY	1,990.40	2,101.60	2,218.40	2,342.40	2,472.80
MONTHLY	4,329.12	4,570.98	4,825.02	5,094.72	5,378.34
ANNUAL	51,949.44	54,851.76	57,900.24	61,136.64	64,540.08

RANGE: 2514

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.14	26.54	28.02	29.58	31.23
BI-WEEKLY	2,011.20	2,123.20	2,241.60	2,366.40	2,498.40
MONTHLY	4,374.36	4,617.96	4,875.48	5,146.92	5,434.02
ANNUAL	52,492.32	55,415.52	58,505.76	61,763.04	65,208.24

APPENDIX A

Operative on July 1, 2001

RANGE: 2523

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.23	26.64	28.13	29.70	31.36
BI-WEEKLY	2,018.40	2,131.20	2,250.40	2,376.00	2,508.80
MONTHLY	4,390.02	4,635.36	4,894.62	5,167.80	5,456.64
ANNUAL	52,680.24	55,624.32	58,735.44	62,013.60	65,479.68

RANGE: 2538

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.38	26.80	28.29	29.87	31.54
BI-WEEKLY	2,030.40	2,144.00	2,263.20	2,389.60	2,523.20
MONTHLY	4,416.12	4,663.20	4,922.46	5,197.38	5,487.96
ANNUAL	52,993.44	55,958.40	59,069.52	62,368.56	65,855.52

RANGE: 2591

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.91	27.35	28.87	30.48	32.18
BI-WEEKLY	2,072.80	2,188.00	2,309.60	2,438.40	2,574.40
MONTHLY	4,508.34	4,758.90	5,023.38	5,303.52	5,599.32
ANNUAL	54,100.08	57,106.80	60,280.56	63,642.24	67,191.84

RANGE: 2597

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.97	27.42	28.95	30.56	32.26
BI-WEEKLY	2,077.60	2,193.60	2,316.00	2,444.80	2,580.80
MONTHLY	4,518.78	4,771.08	5,037.30	5,317.44	5,613.24
ANNUAL	54,225.36	57,252.96	60,447.60	63,809.28	67,358.88

RANGE: 2629

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.29	27.76	29.31	30.94	32.67
BI-WEEKLY	2,103.20	2,220.80	2,344.80	2,475.20	2,613.60
MONTHLY	4,574.46	4,830.24	5,099.94	5,383.56	5,684.58
ANNUAL	54,893.52	57,962.88	61,199.28	64,602.72	68,214.96



APPENDIX A

Operative on July 1, 2001

RANGE: 2908

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	29.08	30.70	32.41	34.22	36.13
BI-WEEKLY	2,326.40	2,456.00	2,592.80	2,737.60	2,890.40
MONTHLY	5,059.92	5,341.80	5,639.34	5,954.28	6,286.62
ANNUAL	60,719.04	64,101.60	67,672.08	71,451.36	75,439.44

RANGE: 2917

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	29.17	30.80	32.52	34.33	36.24
BI-WEEKLY	2,333.60	2,464.00	2,601.60	2,746.40	2,899.20
MONTHLY	5,075.58	5,359.20	5,658.48	5,973.42	6,305.76
ANNUAL	60,906.96	64,310.40	67,901.76	71,681.04	75,669.12

RANGE: 2939

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	29.39	31.03	32.76	34.59	36.52
BI-WEEKLY	2,351.20	2,482.40	2,620.80	2,767.20	2,921.60
MONTHLY	5,113.86	5,399.22	5,700.24	6,018.66	6,354.48
ANNUAL	61,366.32	64,790.64	68,402.88	72,223.92	76,253.76

RANGE: 3174

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	31.74	33.51	35.38	37.35	39.43
BI-WEEKLY	2,539.20	2,680.80	2,830.40	2,988.00	3,154.40
MONTHLY	5,522.76	5,830.74	6,156.12	6,498.90	6,860.82
ANNUAL	66,273.12	69,968.88	73,873.44	77,986.80	82,329.84

RANGE: 3211

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	32.11	33.90	35.79	37.79	39.90
BI-WEEKLY	2,568.80	2,712.00	2,863.20	3,023.20	3,192.00
MONTHLY	5,587.14	5,898.60	6,227.46	6,575.46	6,942.60
ANNUAL	67,045.68	70,783.20	74,729.52	78,905.52	83,311.20

APPENDIX A

Operative on July 1, 2001

RANGE: 3639

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	36.39	38.42	40.56	42.82	45.21
BI-WEEKLY	2,911.20	3,073.60	3,244.80	3,425.60	3,616.80
MONTHLY	6,331.86	6,685.08	7,057.44	7,450.68	7,866.54
ANNUAL	75,982.32	80,220.96	84,689.28	89,408.16	94,398.48

APPENDIX B

Operative on January 2, 2002

CLASS CODE		TITLE	SALARY RANGE	
1513	1	Accountant I	1803	
1513	2	Accountant II	1955	
1585		Accounting Aide	1688	
9135		Administrative Hearing Officer	2149	
7267		Airports Operations Coordinator	1915	
1191	1	Archivist I	2116	
1191	2	Archivist II	2508	
2448		Art Curator	1903	
2447	1	Art Instructor I	1710	
2447	2	Art Instructor II	1803	
2447	3	Art Instructor III	1901	
2454		Arts Associate	1803	
1517	1	Auditor I	2139	
1517	2	Auditor II	0	
1764	1	Background Investigator I	1974	
1764	2	Background Investigator II	2086	
1764	3	Background Investigator III	2599	
0567		City Attorney Administrative Coordinator I	2149	
0568		City Attorney Administrative Coordinator II	2538	
0569		City Attorney Administrative Coordinator III	2999	
0570		City Attorney Administrative Coordinator IV	3712	
0560		City Attorney Investigator II	2266	
0561		City Attorney Investigator III	2390	
0525		City Attorney Systems Analyst II	2538	
1561	1	City Interdepartmental Coordinator I	2395	
1561	2	City Interdepartmental Coordinator II	2966	
2501	1	Community Program Assistant I	1803	
2501	2	Community Program Assistant II	1975	
2501	3	Community Program Assistant III	2376	
9053		Community Services Representative	1275	
9224	1	Harbor Planning & Economic Analyst I	2682	
9224	2	Harbor Planning & Economic Analyst II	2975	
1790		Harbor Special Events Coordinator	2453	
0563		Hearing Officer City Attorney	2361	
2398		Historic Site Curator	1974	
8504		Housing Planning & Economic Analyst	2642	
1625	1	Internal Auditor I	2152	
1625	2	Internal Auditor II	2538	
1625	3	Internal Auditor III	2999	
1625	4	Internal Auditor IV	3712	
0562		Law Clerk	1428	(3)
0565		Legal Assistant	1994	
1182	1	Legislative Assistant I	2999	
1182	2	Legislative Assistant II	3238	
1539		Management Assistant	1803	
1508		Management Aide	1803	
9184	1	Management Analyst I	2152	
9184	2	Management Analyst II	2538	
2425	1	Marine Aquarium Curator I	1934	
2425	2	Marine Aquarium Curator II	2152	

APPENDIX B

Operative on January 2, 2002

CLASS CODE	TITLE	SALARY RANGE	
0576	Paralegal I	1994	
0577	Paralegal II	2489	
2473	Photography Instructor	1608	
1868	Procurement Aide	1803	
1859 1	Procurement Analyst I	1803	
1859 2	Procurement Analyst II	2149	
1550	Program Aide	1379	
1534	Program Aide Aging	1379	
1542	Project Assistant	1803	
1537	Project Coordinator	2376	
1785 1	Public Relations Specialist I	1803	
1785 2	Public Relations Specialist II	2063	
1864 1	Purchasing Specifications Analyst I	2251	
1864 2	Purchasing Specifications Analyst II	2648	
1726 1	Safety Engineering Associate I	2284	(3)
1726 2	Safety Engineering Associate II	2574	(3)
0593	Senior Hearing Officer	2564	
2385 1	Social Worker I	2152	
2385 2	Social Worker II	2538	
2385 3	Social Worker III	2999	
0602 1	Special Investigator I	2538	
0602 2	Special Investigator II	3275	
7269 1	Superintendent of Operations I	2530	
7269 2	Superintendent of Operations II	2999	
1599	Systems Aide	1803	
1596 1	Systems Analyst I	2149	(2)
1596 2	Systems Analyst II	2538	
1514 1	Tax Auditor I	2196	
1514 2	Tax Auditor II	2590	
1179 1	Tax Compliance Officer I	0	
1179 2	Tax Compliance Officer II	0	
1179 3	Tax Compliance Officer III	0	
6401	Transit Aide	1803	
6402 I	Transit Analyst I	2152	
6402 2	Transit Analyst II	2538	
2495	Volunteer Coordinator	2152	
1774	Workers Compensation Analyst	2152	

# APPENDIX B

Operative on January 2, 2002

RANGE: 1275

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	12.75	13.46	14.21	15.00	15.84
BI-WEEKLY	1,020.00	1,076.80	1,136.80	1,200.00	1,267.20
MONTHLY	2,218.50	2,342.04	2,472.54	2,610.00	2,756.16
ANNUAL	26,622.00	28,104.48	29,670.48	31,320.00	33,073.92

RANGE: 1379

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.79	14.56	15.37	16.23	17.13
BI-WEEKLY	1,103.20	1,164.80	1,229.60	1,298.40	1,370.40
MONTHLY	2,399.46	2,533.44	2,674.38	2,824.02	2,980.62
ANNUAL	28,793.52	30,401.28	32,092.56	33,888.24	35,767.44

RANGE: 1428

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.28	15.08	15.92	16.81	17.75
BI-WEEKLY	1,142.40	1,206.40	1,273.60	1,344.80	1,420.00
MONTHLY	2,484.72	2,623.92	2,770.08	2,924.94	3,088.50
ANNUAL	29,816.64	31,487.04	33,240.96	35,099.28	37,062.00

RANGE: 1608

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.08	16.98	17.93	18.93	19.99
BI-WEEKLY	1,286.40	1,358.40	1,434.40	1,514.40	1,599.20
MONTHLY	2,797.92	2,954.52	3,119.82	3,293.82	3,478.26
ANNUAL	33,575.04	35,454.24	37,437.84	39,525.84	41,739.12

RANGE: 1688

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.88	17.82	18.81	19.86	20.97
BI-WEEKLY	1,350.40	1,425.60	1,504.80	1,588.80	1,677.60
MONTHLY	2,937.12	3,100.68	3,272.94	3,455.64	3,648.78
ANNUAL	35,245.44	37,208.16	39,275.28	41,467.68	43,785.36

# APPENDIX B

Operative on January 2, 2002

RANGE: 1710

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.10	18.05	19.06	20.12	21.24
BI-WEEKLY	1,368.00	1,444.00	1,524.80	1,609.60	1,699.20
MONTHLY	2,975.40	3,140.70	3,316.44	3,500.88	3,695.76
ANNUAL	35,704.80	37,688.40	39,797.28	42,010.56	44,349.12

RANGE: 1803

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.03	19.04	20.10	21.22	22.40
BI-WEEKLY	1,442.40	1,523.20	1,608.00	1,697.60	1,792.00
MONTHLY	3,137.22	3,312.96	3,497.40	3,692.28	3,897.60
ANNUAL	37,646.64	39,755.52	41,968.80	44,307.36	46,771.20

RANGE: 1901

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.01	20.07	21.19	22.37	23.62
BI-WEEKLY	1,520.80	1,605.60	1,695.20	1,789.60	1,889.60
MONTHLY	3,307.74	3,492.18	3,687.06	3,892.38	4,109.88
ANNUAL	39,692.88	41,906.16	44,244.72	46,708.56	49,318.56

RANGE: 1903

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.03	20.09	21.21	22.39	23.64
BI-WEEKLY	1,522.40	1,607.20	1,696.80	1,791.20	1,891.20
MONTHLY	3,311.22	3,495.66	3,690.54	3,895.86	4,113.36
ANNUAL	39,734.64	41,947.92	44,286.48	46,750.32	49,360.32

RANGE: 1915

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.15	20.22	21.35	22.54	23.80
BI-WEEKLY	1,532.00	1,617.60	1,708.00	1,803.20	1,904.00
MONTHLY	3,332.10	3,518.28	3,714.90	3,921.96	4,141.20
ANNUAL	39,985.20	42,219.36	44,578.80	47,063.52	49,694.40

APPENDIX B

Operative on January 2, 2002

RANGE: 1934

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.34	20.42	21.56	22.76	24.03
BI-WEEKLY	1,547.20	1,633.60	1,724.80	1,820.80	1,922.40
MONTHLY	3,365.16	3,553.08	3,751.44	3,960.24	4,181.22
ANNUAL	40,381.92	42,636.96	45,017.28	47,522.88	50,174.64

RANGE: 1955

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.55	20.64	21.79	23.00	24.28
BI-WEEKLY	1,564.00	1,651.20	1,743.20	1,840.00	1,942.40
MONTHLY	3,401.70	3,591.36	3,791.46	4,002.00	4,224.72
ANNUAL	40,820.40	43,096.32	45,497.52	48,024.00	50,696.64

RANGE: 1974

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.74	20.84	22.00	23.23	24.53
BI-WEEKLY	1,579.20	1,667.20	1,760.00	1,858.40	1,962.40
MONTHLY	3,434.76	3,626.16	3,828.00	4,042.02	4,268.22
ANNUAL	41,217.12	43,513.92	45,936.00	48,504.24	51,218.64

RANGE: 1975

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.75	20.85	22.01	23.24	24.54
BI-WEEKLY	1,580.00	1,668.00	1,760.80	1,859.20	1,963.20
MONTHLY	3,436.50	3,627.90	3,829.74	4,043.76	4,269.96
ANNUAL	41,238.00	43,534.80	45,956.88	48,525.12	51,239.52

RANGE: 1994

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.94	21.05	22.22	23.46	24.77
BI-WEEKLY	1,595.20	1,684.00	1,777.60	1,876.80	1,981.60
MONTHLY	3,469.56	3,662.70	3,866.28	4,082.04	4,309.98
ANNUAL	41,634.72	43,952.40	46,395.36	48,984.48	51,719.76

# APPENDIX B

Operative on January 2, 2002

RANGE: 2063

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.63	21.78	22.99	24.27	25.62
BI-WEEKLY	1,650.40	1,742.40	1,839.20	1,941.60	2,049.60
MONTHLY	3,589.62	3,789.72	4,000.26	4,222.98	4,457.88
ANNUAL	43,075.44	45,476.64	48,003.12	50,675.76	53,494.56

RANGE: 2086

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.86	22.02	23.25	24.55	25.92
BI-WEEKLY	1,668.80	1,761.60	1,860.00	1,964.00	2,073.60
MONTHLY	3,629.64	3,831.48	4,045.50	4,271.70	4,510.08
ANNUAL	43,555.68	45,977.76	48,546.00	51,260.40	54,120.96

RANGE: 2116

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.16	22.34	23.59	24.91	26.30
BI-WEEKLY	1,692.80	1,787.20	1,887.20	1,992.80	2,104.00
MONTHLY	3,681.84	3,887.16	4,104.66	4,334.34	4,576.20
ANNUAL	44,182.08	46,645.92	49,255.92	52,012.08	54,914.40

RANGE: 2139

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.39	22.58	23.84	25.17	26.57
BI-WEEKLY	1,711.20	1,806.40	1,907.20	2,013.60	2,125.60
MONTHLY	3,721.86	3,928.92	4,148.16	4,379.58	4,623.18
ANNUAL	44,662.32	47,147.04	49,777.92	52,554.96	55,478.16

RANGE: 2149

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.49	22.69	23.96	25.30	26.71
BI-WEEKLY	1,719.20	1,815.20	1,916.80	2,024.00	2,136.80
MONTHLY	3,739.26	3,948.06	4,169.04	4,402.20	4,647.54
ANNUAL	44,871.12	47,376.72	50,028.48	52,826.40	55,770.48



APPENDIX B

Operative on January 2, 2002

RANGE: 2152

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.52	22.72	23.99	25.33	26.74
BI-WEEKLY	1,721.60	1,817.60	1,919.20	2,026.40	2,139.20
MONTHLY	3,744.48	3,953.28	4,174.26	4,407.42	4,652.76
ANNUAL	44,933.76	47,439.36	50,091.12	52,889.04	55,833.12

RANGE: 2196

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.96	23.18	24.47	25.83	27.27
BI-WEEKLY	1,756.80	1,854.40	1,957.60	2,066.40	2,181.60
MONTHLY	3,821.04	4,033.32	4,257.78	4,494.42	4,744.98
ANNUAL	45,852.48	48,399.84	51,093.36	53,933.04	56,939.76

RANGE: 2251

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.51	23.77	25.10	26.50	27.98
BI-WEEKLY	1,800.80	1,901.60	2,008.00	2,120.00	2,238.40
MONTHLY	3,916.74	4,135.98	4,367.40	4,611.00	4,868.52
ANNUAL	47,000.88	49,631.76	52,408.80	55,332.00	58,422.24

RANGE: 2266

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.66	23.92	25.25	26.66	28.15
BI-WEEKLY	1,812.80	1,913.60	2,020.00	2,132.80	2,252.00
MONTHLY	3,942.84	4,162.08	4,393.50	4,638.84	4,898.10
ANNUAL	47,314.08	49,944.96	52,722.00	55,666.08	58,777.20

RANGE: 2284

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.84	24.11	25.45	26.87	28.37
BI-WEEKLY	1,827.20	1,928.80	2,036.00	2,149.60	2,269.60
MONTHLY	3,974.16	4,195.14	4,428.30	4,675.38	4,936.38
ANNUAL	47,689.92	50,341.68	53,139.60	56,104.56	59,236.56

APPENDIX B

Operative on January 2, 2002

RANGE: 2361

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.61	24.93	26.32	27.79	29.34
BI-WEEKLY	1,888.80	1,994.40	2,105.60	2,223.20	2,347.20
MONTHLY	4,108.14	4,337.82	4,579.68	4,835.46	5,105.16
ANNUAL	49,297.68	52,053.84	54,956.16	58,025.52	61,261.92

RANGE: 2376

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.76	25.08	26.48	27.96	29.52
BI-WEEKLY	1,900.80	2,006.40	2,118.40	2,236.80	2,361.60
MONTHLY	4,134.24	4,363.92	4,607.52	4,865.04	5,136.48
ANNUAL	49,610.88	52,367.04	55,290.24	58,380.48	61,637.76

RANGE: 2390

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.90	25.23	26.64	28.13	29.70
BI-WEEKLY	1,912.00	2,018.40	2,131.20	2,250.40	2,376.00
MONTHLY	4,158.60	4,390.02	4,635.36	4,894.62	5,167.80
ANNUAL	49,903.20	52,680.24	55,624.32	58,735.44	62,013.60

RANGE: 2395

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.95	25.29	26.70	28.19	29.76
BI-WEEKLY	1,916.00	2,023.20	2,136.00	2,255.20	2,380.80
MONTHLY	4,167.30	4,400.46	4,645.80	4,905.06	5,178.24
ANNUAL	50,007.60	52,805.52	55,749.60	58,860.72	62,138.88

RANGE: 2453

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.53	25.90	27.34	28.86	30.47
BI-WEEKLY	1,962.40	2,072.00	2,187.20	2,308.80	2,437.60
MONTHLY	4,268.22	4,506.60	4,757.16	5,021.64	5,301.78
ANNUAL	51,218.64	54,079.20	57,085.92	60,259.68	63,621.36

APPENDIX B

Operative on January 2, 2002

RANGE: 2489

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.89	26.28	27.75	29.30	30.93
BI-WEEKLY	1,991.20	2,102.40	2,220.00	2,344.00	2,474.40
MONTHLY	4,330.86	4,572.72	4,828.50	5,098.20	5,381.82
ANNUAL	51,970.32	54,872.64	57,942.00	61,178.40	64,581.84

RANGE: 2508

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.08	26.48	27.96	29.52	31.17
BI-WEEKLY	2,006.40	2,118.40	2,236.80	2,361.60	2,493.60
MONTHLY	4,363.92	4,607.52	4,865.04	5,136.48	5,423.58
ANNUAL	52,367.04	55,290.24	58,380.48	61,637.76	65,082.96

RANGE: 2530

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.30	26.71	28.20	29.77	31.43
BI-WEEKLY	2,024.00	2,136.80	2,256.00	2,381.60	2,514.40
MONTHLY	4,402.20	4,647.54	4,906.80	5,179.98	5,468.82
ANNUAL	52,826.40	55,770.48	58,881.60	62,159.76	65,625.84

RANGE: 2538

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.38	26.80	28.29	29.87	31.54
BI-WEEKLY	2,030.40	2,144.00	2,263.20	2,389.60	2,523.20
MONTHLY	4,416.12	4,663.20	4,922.46	5,197.38	5,487.96
ANNUAL	52,993.44	55,958.40	59,069.52	62,368.56	65,855.52

RANGE: 2564

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.64	27.07	28.58	30.17	31.85
BI-WEEKLY	2,051.20	2,165.60	2,286.40	2,413.60	2,548.00
MONTHLY	4,461.36	4,710.18	4,972.92	5,249.58	5,541.90
ANNUAL	53,536.32	56,522.16	59,675.04	62,994.96	66,502.80

# APPENDIX B

Operative on January 2, 2002

RANGE: 2574

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.74	27.18	28.70	30.30	31.99
BI-WEEKLY	2,059.20	2,174.40	2,296.00	2,424.00	2,559.20
MONTHLY	4,478.76	4,729.32	4,993.80	5,272.20	5,566.26
ANNUAL	53,745.12	56,751.84	59,925.60	63,266.40	66,795.12

RANGE: 2590

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.90	27.34	28.86	30.47	32.17
BI-WEEKLY	2,072.00	2,187.20	2,308.80	2,437.60	2,573.60
MONTHLY	4,506.60	4,757.16	5,021.64	5,301.78	5,597.58
ANNUAL	54,079.20	57,085.92	60,259.68	63,621.36	67,170.96

RANGE: 2599

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.99	27.44	28.97	30.59	32.30
BI-WEEKLY	2,079.20	2,195.20	2,317.60	2,447.20	2,584.00
MONTHLY	4,522.26	4,774.56	5,040.78	5,322.66	5,620.20
ANNUAL	54,267.12	57,294.72	60,489.36	63,871.92	67,442.40

RANGE: 2642

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.42	27.89	29.45	31.09	32.82
BI-WEEKLY	2,113.60	2,231.20	2,356.00	2,487.20	2,625.60
MONTHLY	4,597.08	4,852.86	5,124.30	5,409.66	5,710.68
ANNUAL	55,164.96	58,234.32	61,491.60	64,915.92	68,528.16

RANGE: 2648

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.48	27.96	29.52	31.17	32.91
BI-WEEKLY	2,118.40	2,236.80	2,361.60	2,493.60	2,632.80
MONTHLY	4,607.52	4,865.04	5,136.48	5,423.58	5,726.34
ANNUAL	55,290.24	58,380.48	61,637.76	65,082.96	68,716.08

APPENDIX B

Operative on January 2, 2002

RANGE: 2682

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.82	28.32	29.90	31.57	33.33
BI-WEEKLY	2,145.60	2,265.60	2,392.00	2,525.60	2,666.40
MONTHLY	4,666.68	4,927.68	5,202.60	5,493.18	5,799.42
ANNUAL	56,000.16	59,132.16	62,431.20	65,918.16	69,593.04

RANGE: 2966

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	29.66	31.31	33.06	34.90	36.85
BI-WEEKLY	2,372.80	2,504.80	2,644.80	2,792.00	2,948.00
MONTHLY	5,160.84	5,447.94	5,752.44	6,072.60	6,411.90
ANNUAL	61,930.08	65,375.28	69,029.28	72,871.20	76,942.80

RANGE: 2975

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	29.75	31.41	33.16	35.01	36.96
BI-WEEKLY	2,380.00	2,512.80	2,652.80	2,800.80	2,956.80
MONTHLY	5,176.50	5,465.34	5,769.84	6,091.74	6,431.04
ANNUAL	62,118.00	65,584.08	69,238.08	73,100.88	77,172.48

RANGE: 2999

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	29.99	31.66	33.43	35.29	37.26
BI-WEEKLY	2,399.20	2,532.80	2,674.40	2,823.20	2,980.80
MONTHLY	5,218.26	5,508.84	5,816.82	6,140.46	6,483.24
ANNUAL	62,619.12	66,106.08	69,801.84	73,685.52	77,798.88

RANGE: 3238

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	32.38	34.19	36.10	38.11	40.23
BI-WEEKLY	2,590.40	2,735.20	2,888.00	3,048.80	3,218.40
MONTHLY	5,634.12	5,949.06	6,281.40	6,631.14	7,000.02
ANNUAL	67,609.44	71,388.72	75,376.80	79,573.68	84,000.24

APPENDIX B

Operative on      January 2, 2002

RANGE:    3275

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	32.75	34.58	36.51	38.55	40.70
BI-WEEKLY	2,620.00	2,766.40	2,920.80	3,084.00	3,256.00
MONTHLY	5,698.50	6,016.92	6,352.74	6,707.70	7,081.80
ANNUAL	68,382.00	72,203.04	76,232.88	80,492.40	84,981.60

RANGE:    3712

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	37.12	39.19	41.38	43.69	46.13
BI-WEEKLY	2,969.60	3,135.20	3,310.40	3,495.20	3,690.40
MONTHLY	6,458.88	6,819.06	7,200.12	7,602.06	8,026.62
ANNUAL	77,506.56	81,828.72	86,401.44	91,224.72	96,319.44

APPENDIX C

Operative on July 1, 2002

CLASS CODE		TITLE	SALARY RANGE	
1513	1	Accountant I	1839	
1513	2	Accountant II	1994	
1585		Accounting Aide	1722	
9135		Administrative Hearing Officer	2193	
7267		Airports Operations Coordinator	1955	
1191	1	Archivist I	2160	
1191	2	Archivist II	2558	
2448		Art Curator	1941	
2447	1	Art Instructor I	1744	
2447	2	Art Instructor II	1839	
2447	3	Art Instructor III	1940	
2454		Arts Associate	1839	
1517	1	Auditor I	2181	
1517	2	Auditor II	0	
1764	1	Background Investigator I	2308	
1764	2	Background Investigator II	2438	
1764	3	Background Investigator III	2760	
0567		City Attorney Administrative Coordinator I	2193	
0568		City Attorney Administrative Coordinator II	2590	
0569		City Attorney Administrative Coordinator III	3059	
0570		City Attorney Administrative Coordinator IV	3788	
0560		City Attorney Investigator II	2310	
0561		City Attorney Investigator III	2438	
0525		City Attorney Systems Analyst II	2590	
1561	1	City Interdepartmental Coordinator I	2444	
1561	2	City Interdepartmental Coordinator II	3026	
2501	1	Community Program Assistant I	1839	
2501	2	Community Program Assistant II	2015	
2501	3	Community Program Assistant III	2423	
9053		Community Services Representative	1301	
9224	1	Harbor Planning & Economic Analyst I	2736	
9224	2	Harbor Planning & Economic Analyst II	3034	
1790		Harbor Special Events Coordinator	2502	
0563		Hearing Officer City Attorney	2409	
2398		Historic Site Curator	2014	
8504		Housing Planning & Economic Analyst	2695	
1625	1	Internal Auditor I	2196	
1625	2	Internal Auditor II	2590	
1625	3	Internal Auditor III	3059	
1625	4	Internal Auditor IV	3788	
0562		Law Clerk	1457	(3)
0565		Legal Assistant	2035	
1182	1	Legislative Assistant I	3059	
1182	2	Legislative Assistant II	3303	
1539		Management Assistant	1839	
1508		Management Aide	1839	
9184	1	Management Analyst I	2196	
9184	2	Management Analyst II	2590	
2425	1	Marine Aquarium Curator I	1973	
2425	2	Marine Aquarium Curator II	2196	

APPENDIX C

Operative on July 1, 2002

CLASS CODE		TITLE	SALARY RANGE	
0576		Paralegal I	2035	
0577		Paralegal II	2539	
2473		Photography Instructor	1641	
1868		Procurement Aide	1839	
1859	1	Procurement Analyst I	1839	
1859	2	Procurement Analyst II	2193	
1550		Program Aide	1407	
1534		Program Aide Aging	1407	
1542		Project Assistant	1839	
1537		Project Coordinator	2423	
1785	1	Public Relations Specialist I	1839	
1785	2	Public Relations Specialist II	2103	
1864	1	Purchasing Specifications Analyst I	2297	
1864	2	Purchasing Specifications Analyst II	2702	
1726	1	Safety Engineering Associate I	2329	(3)
1726	2	Safety Engineering Associate II	2627	(3)
0593		Senior Hearing Officer	2615	
2385	1	Social Worker I	2196	
2385	2	Social Worker II	2590	
2385	3	Social Worker III	3059	
0602	1	Special Investigator I	2590	
0602	2	Special Investigator II	3341	
7269	1	Superintendent of Operations I	2581	
7269	2	Superintendent of Operations II	3059	
1599		Systems Aide	1839	
1596	1	Systems Analyst I	2193	(2)
1596	2	Systems Analyst II	2590	
1514	1	Tax Auditor I	2239	
1514	2	Tax Auditor II	2642	
1179	1	Tax Compliance Officer I	0	
1179	2	Tax Compliance Officer II	0	
1179	3	Tax Compliance Officer III	0	
6401		Transit Aide	1839	
6402	I	Transit Analyst I	2196	
6402	2	Transit Analyst II	2590	
2495		Volunteer Coordinator	2196	
1774		Workers Compensation Analyst	2196	



# APPENDIX C

Operative on July 1, 2002

RANGE: 1301

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.01	13.74	14.51	15.32	16.17
BI-WEEKLY	1,040.80	1,099.20	1,160.80	1,225.60	1,293.60
MONTHLY	2,263.74	2,390.76	2,524.74	2,665.68	2,813.58
ANNUAL	27,164.88	28,689.12	30,296.88	31,988.16	33,762.96

RANGE: 1407

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.07	14.85	15.68	16.55	17.47
BI-WEEKLY	1,125.60	1,188.00	1,254.40	1,324.00	1,397.60
MONTHLY	2,448.18	2,583.90	2,728.32	2,879.70	3,039.78
ANNUAL	29,378.16	31,006.80	32,739.84	34,556.40	36,477.36

RANGE: 1457

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.57	15.38	16.24	17.15	18.11
BI-WEEKLY	1,165.60	1,230.40	1,299.20	1,372.00	1,448.80
MONTHLY	2,535.18	2,676.12	2,825.76	2,984.10	3,151.14
ANNUAL	30,422.16	32,113.44	33,909.12	35,809.20	37,813.68

RANGE: 1641

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.41	17.32	18.29	19.31	20.39
BI-WEEKLY	1,312.80	1,385.60	1,463.20	1,544.80	1,631.20
MONTHLY	2,855.34	3,013.68	3,182.46	3,359.94	3,547.86
ANNUAL	34,264.08	36,164.16	38,189.52	40,319.28	42,574.32

RANGE: 1722

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.22	18.18	19.19	20.26	21.39
BI-WEEKLY	1,377.60	1,454.40	1,535.20	1,620.80	1,711.20
MONTHLY	2,996.28	3,163.32	3,339.06	3,525.24	3,721.86
ANNUAL	35,955.36	37,959.84	40,068.72	42,302.88	44,662.32

APPENDIX C

Operative on July 1, 2002

RANGE: 1744

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.44	18.41	19.44	20.52	21.66
BI-WEEKLY	1,395.20	1,472.80	1,555.20	1,641.60	1,732.80
MONTHLY	3,034.56	3,203.34	3,382.56	3,570.48	3,768.84
ANNUAL	36,414.72	38,440.08	40,590.72	42,845.76	45,226.08

RANGE: 1839

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.39	19.42	20.50	21.64	22.85
BI-WEEKLY	1,471.20	1,553.60	1,640.00	1,731.20	1,828.00
MONTHLY	3,199.86	3,379.08	3,567.00	3,765.36	3,975.90
ANNUAL	38,398.32	40,548.96	42,804.00	45,184.32	47,710.80

RANGE: 1940

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.40	20.48	21.62	22.83	24.10
BI-WEEKLY	1,552.00	1,638.40	1,729.60	1,826.40	1,928.00
MONTHLY	3,375.60	3,563.52	3,761.88	3,972.42	4,193.40
ANNUAL	40,507.20	42,762.24	45,142.56	47,669.04	50,320.80

RANGE: 1941

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.41	20.49	21.63	22.84	24.11
BI-WEEKLY	1,552.80	1,639.20	1,730.40	1,827.20	1,928.80
MONTHLY	3,377.34	3,565.26	3,763.62	3,974.16	4,195.14
ANNUAL	40,528.08	42,783.12	45,163.44	47,689.92	50,341.68

RANGE: 1955

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.55	20.64	21.79	23.00	24.28
BI-WEEKLY	1,564.00	1,651.20	1,743.20	1,840.00	1,942.40
MONTHLY	3,401.70	3,591.36	3,791.46	4,002.00	4,224.72
ANNUAL	40,820.40	43,096.32	45,497.52	48,024.00	50,696.64

# APPENDIX C

Operative on July 1, 2002

RANGE: 1973

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.73	20.83	21.99	23.22	24.51
BI-WEEKLY	1,578.40	1,666.40	1,759.20	1,857.60	1,960.80
MONTHLY	3,433.02	3,624.42	3,826.26	4,040.28	4,264.74
ANNUAL	41,196.24	43,493.04	45,915.12	48,483.36	51,176.88

RANGE: 1994

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.94	21.05	22.22	23.46	24.77
BI-WEEKLY	1,595.20	1,684.00	1,777.60	1,876.80	1,981.60
MONTHLY	3,469.56	3,662.70	3,866.28	4,082.04	4,309.98
ANNUAL	41,634.72	43,952.40	46,395.36	48,984.48	51,719.76

RANGE: 2014

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.14	21.26	22.45	23.70	25.02
BI-WEEKLY	1,611.20	1,700.80	1,796.00	1,896.00	2,001.60
MONTHLY	3,504.36	3,699.24	3,906.30	4,123.80	4,353.48
ANNUAL	42,052.32	44,390.88	46,875.60	49,485.60	52,241.76

RANGE: 2015

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.15	21.27	22.46	23.71	25.03
BI-WEEKLY	1,612.00	1,701.60	1,796.80	1,896.80	2,002.40
MONTHLY	3,506.10	3,700.98	3,908.04	4,125.54	4,355.22
ANNUAL	42,073.20	44,411.76	46,896.48	49,506.48	52,262.64

RANGE: 2035

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.35	21.48	22.68	23.94	25.27
BI-WEEKLY	1,628.00	1,718.40	1,814.40	1,915.20	2,021.60
MONTHLY	3,540.90	3,737.52	3,946.32	4,165.56	4,396.98
ANNUAL	42,490.80	44,850.24	47,355.84	49,986.72	52,763.76

APPENDIX C

Operative on July 1, 2002

RANGE: 2103

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.03	22.20	23.44	24.75	26.13
BI-WEEKLY	1,682.40	1,776.00	1,875.20	1,980.00	2,090.40
MONTHLY	3,659.22	3,862.80	4,078.56	4,306.50	4,546.62
ANNUAL	43,910.64	46,353.60	48,942.72	51,678.00	54,559.44

RANGE: 2160

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.60	22.80	24.07	25.41	26.83
BI-WEEKLY	1,728.00	1,824.00	1,925.60	2,032.80	2,146.40
MONTHLY	3,758.40	3,967.20	4,188.18	4,421.34	4,668.42
ANNUAL	45,100.80	47,606.40	50,258.16	53,056.08	56,021.04

RANGE: 2181

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.81	23.03	24.31	25.67	27.10
BI-WEEKLY	1,744.80	1,842.40	1,944.80	2,053.60	2,168.00
MONTHLY	3,794.94	4,007.22	4,229.94	4,466.58	4,715.40
ANNUAL	45,539.28	48,086.64	50,759.28	53,598.96	56,584.80

RANGE: 2193

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.93	23.15	24.44	25.80	27.24
BI-WEEKLY	1,754.40	1,852.00	1,955.20	2,064.00	2,179.20
MONTHLY	3,815.82	4,028.10	4,252.56	4,489.20	4,739.76
ANNUAL	45,789.84	48,337.20	51,030.72	53,870.40	56,877.12

RANGE: 2196

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.96	23.18	24.47	25.83	27.27
BI-WEEKLY	1,756.80	1,854.40	1,957.60	2,066.40	2,181.60
MONTHLY	3,821.04	4,033.32	4,257.78	4,494.42	4,744.98
ANNUAL	45,852.48	48,399.84	51,093.36	53,933.04	56,939.76

APPENDIX C

Operative on July 1, 2002

RANGE: 2239

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.39	23.64	24.96	26.35	27.82
BI-WEEKLY	1,791.20	1,891.20	1,996.80	2,108.00	2,225.60
MONTHLY	3,895.86	4,113.36	4,343.04	4,584.90	4,840.68
ANNUAL	46,750.32	49,360.32	52,116.48	55,018.80	58,088.16

RANGE: 2297

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.97	24.25	25.60	27.03	28.54
BI-WEEKLY	1,837.60	1,940.00	2,048.00	2,162.40	2,283.20
MONTHLY	3,996.78	4,219.50	4,454.40	4,703.22	4,965.96
ANNUAL	47,961.36	50,634.00	53,452.80	56,438.64	59,591.52

RANGE: 2308

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.08	24.37	25.73	27.16	28.67
BI-WEEKLY	1,846.40	1,949.60	2,058.40	2,172.80	2,293.60
MONTHLY	4,015.92	4,240.38	4,477.02	4,725.84	4,988.58
ANNUAL	48,191.04	50,884.56	53,724.24	56,710.08	59,862.96

RANGE: 2310

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.10	24.39	25.75	27.19	28.71
BI-WEEKLY	1,848.00	1,951.20	2,060.00	2,175.20	2,296.80
MONTHLY	4,019.40	4,243.86	4,480.50	4,731.06	4,995.54
ANNUAL	48,232.80	50,926.32	53,766.00	56,772.72	59,946.48

RANGE: 2329

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.29	24.59	25.96	27.41	28.94
BI-WEEKLY	1,863.20	1,967.20	2,076.80	2,192.80	2,315.20
MONTHLY	4,052.46	4,278.66	4,517.04	4,769.34	5,035.56
ANNUAL	48,629.52	51,343.92	54,204.48	57,232.08	60,426.72

APPENDIX C

Operative on July 1, 2002

RANGE: 2409

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.09	25.43	26.85	28.35	29.93
BI-WEEKLY	1,927.20	2,034.40	2,148.00	2,268.00	2,394.40
MONTHLY	4,191.66	4,424.82	4,671.90	4,932.90	5,207.82
ANNUAL	50,299.92	53,097.84	56,062.80	59,194.80	62,493.84

RANGE: 2423

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.23	25.58	27.01	28.52	30.11
BI-WEEKLY	1,938.40	2,046.40	2,160.80	2,281.60	2,408.80
MONTHLY	4,216.02	4,450.92	4,699.74	4,962.48	5,239.14
ANNUAL	50,592.24	53,411.04	56,396.88	59,549.76	62,869.68

RANGE: 2438

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.38	25.74	27.18	28.70	30.30
BI-WEEKLY	1,950.40	2,059.20	2,174.40	2,296.00	2,424.00
MONTHLY	4,242.12	4,478.76	4,729.32	4,993.80	5,272.20
ANNUAL	50,905.44	53,745.12	56,751.84	59,925.60	63,266.40

RANGE: 2444

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.44	25.80	27.24	28.76	30.36
BI-WEEKLY	1,955.20	2,064.00	2,179.20	2,300.80	2,428.80
MONTHLY	4,252.56	4,489.20	4,739.76	5,004.24	5,282.64
ANNUAL	51,030.72	53,870.40	56,877.12	60,050.88	63,391.68

RANGE: 2502

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.02	26.42	27.89	29.45	31.09
BI-WEEKLY	2,001.60	2,113.60	2,231.20	2,356.00	2,487.20
MONTHLY	4,353.48	4,597.08	4,852.86	5,124.30	5,409.66
ANNUAL	52,241.76	55,164.96	58,234.32	61,491.60	64,915.92

APPENDIX C

Operative on July 1, 2002

RANGE: 2539

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.39	26.81	28.30	29.88	31.55
BI-WEEKLY	2,031.20	2,144.80	2,264.00	2,390.40	2,524.00
MONTHLY	4,417.86	4,664.94	4,924.20	5,199.12	5,489.70
ANNUAL	53,014.32	55,979.28	59,090.40	62,389.44	65,876.40

RANGE: 2558

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.58	27.01	28.52	30.11	31.79
BI-WEEKLY	2,046.40	2,160.80	2,281.60	2,408.80	2,543.20
MONTHLY	4,450.92	4,699.74	4,962.48	5,239.14	5,531.46
ANNUAL	53,411.04	56,396.88	59,549.76	62,869.68	66,377.52

RANGE: 2581

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.81	27.25	28.77	30.37	32.06
BI-WEEKLY	2,064.80	2,180.00	2,301.60	2,429.60	2,564.80
MONTHLY	4,490.94	4,741.50	5,005.98	5,284.38	5,578.44
ANNUAL	53,891.28	56,898.00	60,071.76	63,412.56	66,941.28

RANGE: 2590

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.90	27.34	28.86	30.47	32.17
BI-WEEKLY	2,072.00	2,187.20	2,308.80	2,437.60	2,573.60
MONTHLY	4,506.60	4,757.16	5,021.64	5,301.78	5,597.58
ANNUAL	54,079.20	57,085.92	60,259.68	63,621.36	67,170.96

RANGE: 2615

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.15	27.61	29.15	30.78	32.50
BI-WEEKLY	2,092.00	2,208.80	2,332.00	2,462.40	2,600.00
MONTHLY	4,550.10	4,804.14	5,072.10	5,355.72	5,655.00
ANNUAL	54,601.20	57,649.68	60,865.20	64,268.64	67,860.00

APPENDIX C

Operative on July 1, 2002

RANGE: 2627

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.27	27.73	29.28	30.91	32.63
BI-WEEKLY	2,101.60	2,218.40	2,342.40	2,472.80	2,610.40
MONTHLY	4,570.98	4,825.02	5,094.72	5,378.34	5,677.62
ANNUAL	54,851.76	57,900.24	61,136.64	64,540.08	68,131.44

RANGE: 2642

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.42	27.89	29.45	31.09	32.82
BI-WEEKLY	2,113.60	2,231.20	2,356.00	2,487.20	2,625.60
MONTHLY	4,597.08	4,852.86	5,124.30	5,409.66	5,710.68
ANNUAL	55,164.96	58,234.32	61,491.60	64,915.92	68,528.16

RANGE: 2695

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.95	28.45	30.04	31.71	33.48
BI-WEEKLY	2,156.00	2,276.00	2,403.20	2,536.80	2,678.40
MONTHLY	4,689.30	4,950.30	5,226.96	5,517.54	5,825.52
ANNUAL	56,271.60	59,403.60	62,723.52	66,210.48	69,906.24

RANGE: 2702

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.02	28.53	30.12	31.80	33.57
BI-WEEKLY	2,161.60	2,282.40	2,409.60	2,544.00	2,685.60
MONTHLY	4,701.48	4,964.22	5,240.88	5,533.20	5,841.18
ANNUAL	56,417.76	59,570.64	62,890.56	66,398.40	70,094.16

RANGE: 2736

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.36	28.89	30.50	32.20	34.00
BI-WEEKLY	2,188.80	2,311.20	2,440.00	2,576.00	2,720.00
MONTHLY	4,760.64	5,026.86	5,307.00	5,602.80	5,916.00
ANNUAL	57,127.68	60,322.32	63,684.00	67,233.60	70,992.00



APPENDIX C

Operative on July 1, 2002

RANGE: 2760

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.60	29.14	30.76	32.48	34.29
BI-WEEKLY	2,208.00	2,331.20	2,460.80	2,598.40	2,743.20
MONTHLY	4,802.40	5,070.36	5,352.24	5,651.52	5,966.46
ANNUAL	57,628.80	60,844.32	64,226.88	67,818.24	71,597.52

RANGE: 3026

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	30.26	31.95	33.73	35.61	37.60
BI-WEEKLY	2,420.80	2,556.00	2,698.40	2,848.80	3,008.00
MONTHLY	5,265.24	5,559.30	5,869.02	6,196.14	6,542.40
ANNUAL	63,182.88	66,711.60	70,428.24	74,353.68	78,508.80

RANGE: 3034

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	30.34	32.03	33.82	35.71	37.70
BI-WEEKLY	2,427.20	2,562.40	2,705.60	2,856.80	3,016.00
MONTHLY	5,279.16	5,573.22	5,884.68	6,213.54	6,559.80
ANNUAL	63,349.92	66,878.64	70,616.16	74,562.48	78,717.60

RANGE: 3059

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	30.59	32.30	34.10	36.00	38.01
BI-WEEKLY	2,447.20	2,584.00	2,728.00	2,880.00	3,040.80
MONTHLY	5,322.66	5,620.20	5,933.40	6,264.00	6,613.74
ANNUAL	63,871.92	67,442.40	71,200.80	75,168.00	79,364.88

RANGE: 3303

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	33.03	34.87	36.81	38.86	41.03
BI-WEEKLY	2,642.40	2,789.60	2,944.80	3,108.80	3,282.40
MONTHLY	5,747.22	6,067.38	6,404.94	6,761.64	7,139.22
ANNUAL	68,966.64	72,808.56	76,859.28	81,139.68	85,670.64

APPENDIX C

Operative on      July 1, 2002

RANGE:    3341

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	33.41	35.27	37.24	39.32	41.51
BI-WEEKLY	2,672.80	2,821.60	2,979.20	3,145.60	3,320.80
MONTHLY	5,813.34	6,136.98	6,479.76	6,841.68	7,222.74
ANNUAL	69,760.08	73,643.76	77,757.12	82,100.16	86,672.88

RANGE:    3788

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	37.88	39.99	42.22	44.57	47.06
BI-WEEKLY	3,030.40	3,199.20	3,377.60	3,565.60	3,764.80
MONTHLY	6,591.12	6,958.26	7,346.28	7,755.18	8,188.44
ANNUAL	79,093.44	83,499.12	88,155.36	93,062.16	98,261.28

APPENDIX D

Operative on January 1, 2003

CLASS CODE		TITLE	SALARY RANGE	
1513	1	Accountant I	1876	
1513	2	Accountant II	2035	
1585		Accounting Aide	1757	
9135		Administrative Hearing Officer	2235	
7267		Airports Operations Coordinator	1994	
1191	1	Archivist I	2202	
1191	2	Archivist II	2610	
2448		Art Curator	1980	
2447	1	Art Instructor I	1778	
2447	2	Art Instructor II	1876	
2447	3	Art Instructor III	1979	
2454		Arts Associate	1876	
1517	1	Auditor I	2225	
1517	2	Auditor II	0	
1764	1	Background Investigator I	2354	
1764	2	Background Investigator II	2488	
1764	3	Background Investigator III	2815	
0567		City Attorney Administrative Coordinator I	2235	
0568		City Attorney Administrative Coordinator II	2642	
0569		City Attorney Administrative Coordinator III	3120	
0570		City Attorney Administrative Coordinator IV	3865	
0560		City Attorney Investigator II	2357	
0561		City Attorney Investigator III	2488	
0525		City Attorney Systems Analyst II	2642	
1561	1	City Interdepartmental Coordinator I	2492	
1561	2	City Interdepartmental Coordinator II	3086	
2501	1	Community Program Assistant I	1876	
2501	2	Community Program Assistant II	2054	
2501	3	Community Program Assistant III	2472	
9053		Community Services Representative	1328	
9224	1	Harbor Planning & Economic Analyst I	2792	
9224	2	Harbor Planning & Economic Analyst II	3095	
1790		Harbor Special Events Coordinator	2553	
0563		Hearing Officer City Attorney	2457	
2398		Historic Site Curator	2054	
8504		Housing Planning & Economic Analyst	2749	
1625	1	Internal Auditor I	2239	
1625	2	Internal Auditor II	2642	
1625	3	Internal Auditor III	3120	
1625	4	Internal Auditor IV	3865	
0562		Law Clerk	1487	(3)
0565		Legal Assistant	2075	
1182	1	Legislative Assistant I	3120	
1182	2	Legislative Assistant II	3369	
1539		Management Assistant	1876	
1508		Management Aide	1876	
9184	1	Management Analyst I	2239	
9184	2	Management Analyst II	2642	
2425	1	Marine Aquarium Curator I	2013	
2425	2	Marine Aquarium Curator II	2239	

APPENDIX D

Operative on January 1, 2003

CLASS CODE		TITLE	SALARY RANGE	
0576		Paralegal I	2075	
0577		Paralegal II	2591	
2473		Photography Instructor	1674	
1868		Procurement Aide	1876	
1859	1	Procurement Analyst I	1876	
1859	2	Procurement Analyst II	2235	
1550		Program Aide	1435	
1534		Program Aide Aging	1435	
1542		Project Assistant	1876	
1537		Project Coordinator	2472	
1785	1	Public Relations Specialist I	1876	
1785	2	Public Relations Specialist II	2145	
1864	1	Purchasing Specifications Analyst I	2342	
1864	2	Purchasing Specifications Analyst II	2756	
1726	1	Safety Engineering Associate I	2376	(3)
1726	2	Safety Engineering Associate II	2679	(3)
0593		Senior Hearing Officer	2668	
2385	1	Social Worker I	2239	
2385	2	Social Worker II	2642	
2385	3	Social Worker III	3120	
0602	1	Special Investigator I	2642	
0602	2	Special Investigator II	3407	
7269	1	Superintendent of Operations I	2631	
7269	2	Superintendent of Operations II	3120	
1599		Systems Aide	1876	
1596	1	Systems Analyst I	2235	(2)
1596	2	Systems Analyst II	2642	
1514	1	Tax Auditor I	2285	
1514	2	Tax Auditor II	2695	
1179	1	Tax Compliance Officer I	0	
1179	2	Tax Compliance Officer II	0	
1179	3	Tax Compliance Officer III	0	
6401		Transit Aide	1876	
6402	I	Transit Analyst I	2239	
6402	2	Transit Analyst II	2642	
2495		Volunteer Coordinator	2239	
1774		Workers Compensation Analyst	2239	

# APPENDIX D

Operative on January 1, 2003

RANGE: 1328

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.28	14.02	14.80	15.63	16.50
BI-WEEKLY	1,062.40	1,121.60	1,184.00	1,250.40	1,320.00
MONTHLY	2,310.72	2,439.48	2,575.20	2,719.62	2,871.00
ANNUAL	27,728.64	29,273.76	30,902.40	32,635.44	34,452.00

RANGE: 1435

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.35	15.15	15.99	16.88	17.82
BI-WEEKLY	1,148.00	1,212.00	1,279.20	1,350.40	1,425.60
MONTHLY	2,496.90	2,636.10	2,782.26	2,937.12	3,100.68
ANNUAL	29,962.80	31,633.20	33,387.12	35,245.44	37,208.16

RANGE: 1487

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.87	15.70	16.58	17.50	18.48
BI-WEEKLY	1,189.60	1,256.00	1,326.40	1,400.00	1,478.40
MONTHLY	2,587.38	2,731.80	2,884.92	3,045.00	3,215.52
ANNUAL	31,048.56	32,781.60	34,619.04	36,540.00	38,586.24

RANGE: 1674

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.74	17.67	18.66	19.70	20.80
BI-WEEKLY	1,339.20	1,413.60	1,492.80	1,576.00	1,664.00
MONTHLY	2,912.76	3,074.58	3,246.84	3,427.80	3,619.20
ANNUAL	34,953.12	36,894.96	38,962.08	41,133.60	43,430.40

RANGE: 1757

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.57	18.55	19.58	20.67	21.82
BI-WEEKLY	1,405.60	1,484.00	1,566.40	1,653.60	1,745.60
MONTHLY	3,057.18	3,227.70	3,406.92	3,596.58	3,796.68
ANNUAL	36,686.16	38,732.40	40,883.04	43,158.96	45,560.16

# APPENDIX D

Operative on January 1, 2003

RANGE: 1778

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.78	18.77	19.82	20.93	22.10
BI-WEEKLY	1,422.40	1,501.60	1,585.60	1,674.40	1,768.00
MONTHLY	3,093.72	3,265.98	3,448.68	3,641.82	3,845.40
ANNUAL	37,124.64	39,191.76	41,384.16	43,701.84	46,144.80

RANGE: 1876

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.76	19.81	20.91	22.08	23.31
BI-WEEKLY	1,500.80	1,584.80	1,672.80	1,766.40	1,864.80
MONTHLY	3,264.24	3,446.94	3,638.34	3,841.92	4,055.94
ANNUAL	39,170.88	41,363.28	43,660.08	46,103.04	48,671.28

RANGE: 1979

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.79	20.89	22.05	23.28	24.58
BI-WEEKLY	1,583.20	1,671.20	1,764.00	1,862.40	1,966.40
MONTHLY	3,443.46	3,634.86	3,836.70	4,050.72	4,276.92
ANNUAL	41,321.52	43,618.32	46,040.40	48,608.64	51,323.04

RANGE: 1980

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.80	20.90	22.07	23.30	24.60
BI-WEEKLY	1,584.00	1,672.00	1,765.60	1,864.00	1,968.00
MONTHLY	3,445.20	3,636.60	3,840.18	4,054.20	4,280.40
ANNUAL	41,342.40	43,639.20	46,082.16	48,650.40	51,364.80

RANGE: 1994

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.94	21.05	22.22	23.46	24.77
BI-WEEKLY	1,595.20	1,684.00	1,777.60	1,876.80	1,981.60
MONTHLY	3,469.56	3,662.70	3,866.28	4,082.04	4,309.98
ANNUAL	41,634.72	43,952.40	46,395.36	48,984.48	51,719.76

# APPENDIX D

Operative on January 1, 2003

## RANGE: 2013

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.13	21.25	22.43	23.68	25.00
BI-WEEKLY	1,610.40	1,700.00	1,794.40	1,894.40	2,000.00
MONTHLY	3,502.62	3,697.50	3,902.82	4,120.32	4,350.00
ANNUAL	42,031.44	44,370.00	46,833.84	49,443.84	52,200.00

## RANGE: 2035

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.35	21.48	22.68	23.94	25.27
BI-WEEKLY	1,628.00	1,718.40	1,814.40	1,915.20	2,021.60
MONTHLY	3,540.90	3,737.52	3,946.32	4,165.56	4,396.98
ANNUAL	42,490.80	44,850.24	47,355.84	49,986.72	52,763.76

## RANGE: 2054

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.54	21.69	22.90	24.18	25.53
BI-WEEKLY	1,643.20	1,735.20	1,832.00	1,934.40	2,042.40
MONTHLY	3,573.96	3,774.06	3,984.60	4,207.32	4,442.22
ANNUAL	42,887.52	45,288.72	47,815.20	50,487.84	53,306.64

## RANGE: 2075

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.75	21.91	23.13	24.42	25.78
BI-WEEKLY	1,660.00	1,752.80	1,850.40	1,953.60	2,062.40
MONTHLY	3,610.50	3,812.34	4,024.62	4,249.08	4,485.72
ANNUAL	43,326.00	45,748.08	48,295.44	50,988.96	53,828.64

## RANGE: 2145

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.45	22.65	23.91	25.24	26.65
BI-WEEKLY	1,716.00	1,812.00	1,912.80	2,019.20	2,132.00
MONTHLY	3,732.30	3,941.10	4,160.34	4,391.76	4,637.10
ANNUAL	44,787.60	47,293.20	49,924.08	52,701.12	55,645.20

APPENDIX D

Operative on January 1, 2003

RANGE: 2202

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.02	23.25	24.55	25.92	27.37
BI-WEEKLY	1,761.60	1,860.00	1,964.00	2,073.60	2,189.60
MONTHLY	3,831.48	4,045.50	4,271.70	4,510.08	4,762.38
ANNUAL	45,977.76	48,546.00	51,260.40	54,120.96	57,148.56

RANGE: 2225

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.25	23.49	24.80	26.18	27.64
BI-WEEKLY	1,780.00	1,879.20	1,984.00	2,094.40	2,211.20
MONTHLY	3,871.50	4,087.26	4,315.20	4,555.32	4,809.36
ANNUAL	46,458.00	49,047.12	51,782.40	54,663.84	57,712.32

RANGE: 2235

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.35	23.60	24.92	26.31	27.78
BI-WEEKLY	1,788.00	1,888.00	1,993.60	2,104.80	2,222.40
MONTHLY	3,888.90	4,106.40	4,336.08	4,577.94	4,833.72
ANNUAL	46,666.80	49,276.80	52,032.96	54,935.28	58,004.64

RANGE: 2239

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.39	23.64	24.96	26.35	27.82
BI-WEEKLY	1,791.20	1,891.20	1,996.80	2,108.00	2,225.60
MONTHLY	3,895.86	4,113.36	4,343.04	4,584.90	4,840.68
ANNUAL	46,750.32	49,360.32	52,116.48	55,018.80	58,088.16

RANGE: 2285

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.85	24.12	25.46	26.88	28.38
BI-WEEKLY	1,828.00	1,929.60	2,036.80	2,150.40	2,270.40
MONTHLY	3,975.90	4,196.88	4,430.04	4,677.12	4,938.12
ANNUAL	47,710.80	50,362.56	53,160.48	56,125.44	59,257.44



APPENDIX D

Operative on January 1, 2003

RANGE: 2342

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.42	24.73	26.11	27.57	29.11
BI-WEEKLY	1,873.60	1,978.40	2,088.80	2,205.60	2,328.80
MONTHLY	4,075.08	4,303.02	4,543.14	4,797.18	5,065.14
ANNUAL	48,900.96	51,636.24	54,517.68	57,566.16	60,781.68

RANGE: 2354

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.54	24.85	26.24	27.70	29.24
BI-WEEKLY	1,883.20	1,988.00	2,099.20	2,216.00	2,339.20
MONTHLY	4,095.96	4,323.90	4,565.76	4,819.80	5,087.76
ANNUAL	49,151.52	51,886.80	54,789.12	57,837.60	61,053.12

RANGE: 2357

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.57	24.88	26.27	27.73	29.28
BI-WEEKLY	1,885.60	1,990.40	2,101.60	2,218.40	2,342.40
MONTHLY	4,101.18	4,329.12	4,570.98	4,825.02	5,094.72
ANNUAL	49,214.16	51,949.44	54,851.76	57,900.24	61,136.64

RANGE: 2376

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.76	25.08	26.48	27.96	29.52
BI-WEEKLY	1,900.80	2,006.40	2,118.40	2,236.80	2,361.60
MONTHLY	4,134.24	4,363.92	4,607.52	4,865.04	5,136.48
ANNUAL	49,610.88	52,367.04	55,290.24	58,380.48	61,637.76

RANGE: 2457

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.57	25.94	27.39	28.92	30.53
BI-WEEKLY	1,965.60	2,075.20	2,191.20	2,313.60	2,442.40
MONTHLY	4,275.18	4,513.56	4,765.86	5,032.08	5,312.22
ANNUAL	51,302.16	54,162.72	57,190.32	60,384.96	63,746.64

APPENDIX D

Operative on January 1, 2003

RANGE: 2472

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.72	26.10	27.56	29.10	30.72
BI-WEEKLY	1,977.60	2,088.00	2,204.80	2,328.00	2,457.60
MONTHLY	4,301.28	4,541.40	4,795.44	5,063.40	5,345.28
ANNUAL	51,615.36	54,496.80	57,545.28	60,760.80	64,143.36

RANGE: 2488

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.88	26.27	27.73	29.28	30.91
BI-WEEKLY	1,990.40	2,101.60	2,218.40	2,342.40	2,472.80
MONTHLY	4,329.12	4,570.98	4,825.02	5,094.72	5,378.34
ANNUAL	51,949.44	54,851.76	57,900.24	61,136.64	64,540.08

RANGE: 2492

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.92	26.31	27.78	29.33	30.97
BI-WEEKLY	1,993.60	2,104.80	2,222.40	2,346.40	2,477.60
MONTHLY	4,336.08	4,577.94	4,833.72	5,103.42	5,388.78
ANNUAL	52,032.96	54,935.28	58,004.64	61,241.04	64,665.36

RANGE: 2553

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.53	26.95	28.45	30.04	31.71
BI-WEEKLY	2,042.40	2,156.00	2,276.00	2,403.20	2,536.80
MONTHLY	4,442.22	4,689.30	4,950.30	5,226.96	5,517.54
ANNUAL	53,306.64	56,271.60	59,403.60	62,723.52	66,210.48

RANGE: 2591

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.91	27.35	28.87	30.48	32.18
BI-WEEKLY	2,072.80	2,188.00	2,309.60	2,438.40	2,574.40
MONTHLY	4,508.34	4,758.90	5,023.38	5,303.52	5,599.32
ANNUAL	54,100.08	57,106.80	60,280.56	63,642.24	67,191.84

APPENDIX D

Operative on January 1, 2003

RANGE: 2610

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.10	27.56	29.10	30.72	32.43
BI-WEEKLY	2,088.00	2,204.80	2,328.00	2,457.60	2,594.40
MONTHLY	4,541.40	4,795.44	5,063.40	5,345.28	5,642.82
ANNUAL	54,496.80	57,545.28	60,760.80	64,143.36	67,713.84

RANGE: 2631

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.31	27.78	29.33	30.97	32.70
BI-WEEKLY	2,104.80	2,222.40	2,346.40	2,477.60	2,616.00
MONTHLY	4,577.94	4,833.72	5,103.42	5,388.78	5,689.80
ANNUAL	54,935.28	58,004.64	61,241.04	64,665.36	68,277.60

RANGE: 2642

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.42	27.89	29.45	31.09	32.82
BI-WEEKLY	2,113.60	2,231.20	2,356.00	2,487.20	2,625.60
MONTHLY	4,597.08	4,852.86	5,124.30	5,409.66	5,710.68
ANNUAL	55,164.96	58,234.32	61,491.60	64,915.92	68,528.16

RANGE: 2668

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.68	28.17	29.74	31.40	33.15
BI-WEEKLY	2,134.40	2,253.60	2,379.20	2,512.00	2,652.00
MONTHLY	4,642.32	4,901.58	5,174.76	5,463.60	5,768.10
ANNUAL	55,707.84	58,818.96	62,097.12	65,563.20	69,217.20

RANGE: 2679

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.79	28.28	29.86	31.52	33.28
BI-WEEKLY	2,143.20	2,262.40	2,388.80	2,521.60	2,662.40
MONTHLY	4,661.46	4,920.72	5,195.64	5,484.48	5,790.72
ANNUAL	55,937.52	59,048.64	62,347.68	65,813.76	69,488.64

# APPENDIX D

Operative on January 1, 2003

RANGE: 2695

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.95	28.45	30.04	31.71	33.48
BI-WEEKLY	2,156.00	2,276.00	2,403.20	2,536.80	2,678.40
MONTHLY	4,689.30	4,950.30	5,226.96	5,517.54	5,825.52
ANNUAL	56,271.60	59,403.60	62,723.52	66,210.48	69,906.24

RANGE: 2749

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.49	29.02	30.64	32.35	34.15
BI-WEEKLY	2,199.20	2,321.60	2,451.20	2,588.00	2,732.00
MONTHLY	4,783.26	5,049.48	5,331.36	5,628.90	5,942.10
ANNUAL	57,399.12	60,593.76	63,976.32	67,546.80	71,305.20

RANGE: 2756

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.56	29.10	30.72	32.43	34.24
BI-WEEKLY	2,204.80	2,328.00	2,457.60	2,594.40	2,739.20
MONTHLY	4,795.44	5,063.40	5,345.28	5,642.82	5,957.76
ANNUAL	57,545.28	60,760.80	64,143.36	67,713.84	71,493.12

RANGE: 2792

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.92	29.48	31.12	32.86	34.69
BI-WEEKLY	2,233.60	2,358.40	2,489.60	2,628.80	2,775.20
MONTHLY	4,858.08	5,129.52	5,414.88	5,717.64	6,036.06
ANNUAL	58,296.96	61,554.24	64,978.56	68,611.68	72,432.72

RANGE: 2815

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.15	29.72	31.38	33.13	34.98
BI-WEEKLY	2,252.00	2,377.60	2,510.40	2,650.40	2,798.40
MONTHLY	4,898.10	5,171.28	5,460.12	5,764.62	6,086.52
ANNUAL	58,777.20	62,055.36	65,521.44	69,175.44	73,038.24

# APPENDIX D

Operative on January 1, 2003

RANGE: 3086

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	30.86	32.58	34.40	36.32	38.35
BI-WEEKLY	2,468.80	2,606.40	2,752.00	2,905.60	3,068.00
MONTHLY	5,369.64	5,668.92	5,985.60	6,319.68	6,672.90
ANNUAL	64,435.68	68,027.04	71,827.20	75,836.16	80,074.80

RANGE: 3095

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	30.95	32.68	34.50	36.42	38.45
BI-WEEKLY	2,476.00	2,614.40	2,760.00	2,913.60	3,076.00
MONTHLY	5,385.30	5,686.32	6,003.00	6,337.08	6,690.30
ANNUAL	64,623.60	68,235.84	72,036.00	76,044.96	80,283.60

RANGE: 3120

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	31.20	32.94	34.78	36.72	38.77
BI-WEEKLY	2,496.00	2,635.20	2,782.40	2,937.60	3,101.60
MONTHLY	5,428.80	5,731.56	6,051.72	6,389.28	6,745.98
ANNUAL	65,145.60	68,778.72	72,620.64	76,671.36	80,951.76

RANGE: 3369

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	33.69	35.57	37.55	39.64	41.85
BI-WEEKLY	2,695.20	2,845.60	3,004.00	3,171.20	3,348.00
MONTHLY	5,862.06	6,189.18	6,533.70	6,897.36	7,281.90
ANNUAL	70,344.72	74,270.16	78,404.40	82,768.32	87,382.80

RANGE: 3407

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	34.07	35.97	37.98	40.10	42.34
BI-WEEKLY	2,725.60	2,877.60	3,038.40	3,208.00	3,387.20
MONTHLY	5,928.18	6,258.78	6,608.52	6,977.40	7,367.16
ANNUAL	71,138.16	75,105.36	79,302.24	83,728.80	88,405.92

APPENDIX D

Operative on January 1, 2003

RANGE: 3865

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	38.65	40.80	43.07	45.47	48.01
BI-WEEKLY	3,092.00	3,264.00	3,445.60	3,637.60	3,840.80
MONTHLY	6,725.10	7,099.20	7,494.18	7,911.78	8,353.74
ANNUAL	80,701.20	85,190.40	89,930.16	94,941.36	100,244.88

APPENDIX E

Operative on July 1, 2003

CLASS CODE		TITLE	SALARY RANGE	
1513	1	Accountant I	1913	
1513	2	Accountant II	2075	
1585		Accounting Aide	1792	
9135		Administrative Hearing Officer	2281	
7267		Airports Operations Coordinator	2035	
1191	1	Archivist I	2248	
1191	2	Archivist II	2663	
2448		Art Curator	2019	
2447	1	Art Instructor I	1814	
2447	2	Art Instructor II	1913	
2447	3	Art Instructor III	2018	
2454		Arts Associate	1913	
1517	1	Auditor I	2269	
1517	2	Auditor II	2541	
1764	1	Background Investigator I	2401	
1764	2	Background Investigator II	2538	
1764	3	Background Investigator III	2873	
0567		City Attorney Administrative Coordinator I	2281	
0568		City Attorney Administrative Coordinator II	2695	
0569		City Attorney Administrative Coordinator III	3184	
0570		City Attorney Administrative Coordinator IV	3941	
0560		City Attorney Investigator II	2404	
0561		City Attorney Investigator III	2538	
0525		City Attorney Systems Analyst II	2695	
1561	1	City Interdepartmental Coordinator I	2542	
1561	2	City Interdepartmental Coordinator II	3148	
2501	1	Community Program Assistant I	1913	
2501	2	Community Program Assistant II	2097	
2501	3	Community Program Assistant III	2522	
9053		Community Services Representative	1355	
9224	1	Harbor Planning & Economic Analyst I	2847	
9224	2	Harbor Planning & Economic Analyst II	3157	
1790		Harbor Special Events Coordinator	2603	
0563		Hearing Officer City Attorney	2506	
2398		Historic Site Curator	2097	
8504		Housing Planning & Economic Analyst	2804	
1625	1	Internal Auditor I	2285	
1625	2	Internal Auditor II	2695	
1625	3	Internal Auditor III	3184	
1625	4	Internal Auditor IV	3941	
0562		Law Clerk	1517	(3)
0565		Legal Assistant	2116	
1182	1	Legislative Assistant I	3184	
1182	2	Legislative Assistant II	3436	
1539		Management Assistant	1913	
1508		Management Aide	1913	
9184	1	Management Analyst I	2285	
9184	2	Management Analyst II	2695	
2425	1	Marine Aquarium Curator I	2052	
2425	2	Marine Aquarium Curator II	2285	

# APPENDIX E

Operative on July 1, 2003

CLASS CODE	TITLE	SALARY RANGE	
0576	Paralegal I	2116	
0577	Paralegal II	2642	
2473	Photography Instructor	1708	
1868	Procurement Aide	1913	
1859 1	Procurement Analyst I	2285	
1859 2	Procurement Analyst II	2695	
1550	Program Aide	1463	
1534	Program Aide Aging	1463	
1542	Project Assistant	1913	
1537	Project Coordinator	2522	
1785 1	Public Relations Specialist I	1913	
1785 2	Public Relations Specialist II	2187	
1864 1	Purchasing Specifications Analyst I	2390	
1864 2	Purchasing Specifications Analyst II	2811	
1726 1	Safety Engineering Associate I	2423	(3)
1726 2	Safety Engineering Associate II	2733	(3)
0593	Senior Hearing Officer	2721	
2385 1	Social Worker I	2285	
2385 2	Social Worker II	2695	
2385 3	Social Worker III	3184	
0602 1	Special Investigator I	2695	
0602 2	Special Investigator II	3476	
7269 1	Superintendent of Operations I	2684	
7269 2	Superintendent of Operations II	3184	
1599	Systems Aide	1913	
1596 1	Systems Analyst I	2281	(2)
1596 2	Systems Analyst II	2695	
1514 1	Tax Auditor I	2330	
1514 2	Tax Auditor II	2749	
1179 1	Tax Compliance Officer I	2126	
1179 2	Tax Compliance Officer II	2410	
1179 3	Tax Compliance Officer III	2991	
6401	Transit Aide	1913	
6402 I	Transit Analyst I	2285	
6402 2	Transit Analyst II	2695	
2495	Volunteer Coordinator	2285	
1774	Workers Compensation Analyst	2285	



# APPENDIX E

Operative on July 1, 2003

RANGE: 1355

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.55	14.31	15.11	15.95	16.84
BI-WEEKLY	1,084.00	1,144.80	1,208.80	1,276.00	1,347.20
MONTHLY	2,357.70	2,489.94	2,629.14	2,775.30	2,930.16
ANNUAL	28,292.40	29,879.28	31,549.68	33,303.60	35,161.92

RANGE: 1463

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.63	15.45	16.31	17.22	18.18
BI-WEEKLY	1,170.40	1,236.00	1,304.80	1,377.60	1,454.40
MONTHLY	2,545.62	2,688.30	2,837.94	2,996.28	3,163.32
ANNUAL	30,547.44	32,259.60	34,055.28	35,955.36	37,959.84

RANGE: 1517

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.17	16.02	16.91	17.85	18.85
BI-WEEKLY	1,213.60	1,281.60	1,352.80	1,428.00	1,508.00
MONTHLY	2,639.58	2,787.48	2,942.34	3,105.90	3,279.90
ANNUAL	31,674.96	33,449.76	35,308.08	37,270.80	39,358.80

RANGE: 1708

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.08	18.03	19.04	20.10	21.22
BI-WEEKLY	1,366.40	1,442.40	1,523.20	1,608.00	1,697.60
MONTHLY	2,971.92	3,137.22	3,312.96	3,497.40	3,692.28
ANNUAL	35,663.04	37,646.64	39,755.52	41,968.80	44,307.36

RANGE: 1792

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.92	18.92	19.97	21.08	22.26
BI-WEEKLY	1,433.60	1,513.60	1,597.60	1,686.40	1,780.80
MONTHLY	3,118.08	3,292.08	3,474.78	3,667.92	3,873.24
ANNUAL	37,416.96	39,504.96	41,697.36	44,015.04	46,478.88

# APPENDIX E

Operative on July 1, 2003

RANGE: 1814

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.14	19.15	20.22	21.35	22.54
BI-WEEKLY	1,451.20	1,532.00	1,617.60	1,708.00	1,803.20
MONTHLY	3,156.36	3,332.10	3,518.28	3,714.90	3,921.96
ANNUAL	37,876.32	39,985.20	42,219.36	44,578.80	47,063.52

RANGE: 1913

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.13	20.20	21.33	22.52	23.78
BI-WEEKLY	1,530.40	1,616.00	1,706.40	1,801.60	1,902.40
MONTHLY	3,328.62	3,514.80	3,711.42	3,918.48	4,137.72
ANNUAL	39,943.44	42,177.60	44,537.04	47,021.76	49,652.64

RANGE: 2018

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.18	21.31	22.50	23.75	25.07
BI-WEEKLY	1,614.40	1,704.80	1,800.00	1,900.00	2,005.60
MONTHLY	3,511.32	3,707.94	3,915.00	4,132.50	4,362.18
ANNUAL	42,135.84	44,495.28	46,980.00	49,590.00	52,346.16

RANGE: 2019

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.19	21.32	22.51	23.77	25.10
BI-WEEKLY	1,615.20	1,705.60	1,800.80	1,901.60	2,008.00
MONTHLY	3,513.06	3,709.68	3,916.74	4,135.98	4,367.40
ANNUAL	42,156.72	44,516.16	47,000.88	49,631.76	52,408.80

RANGE: 2035

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.35	21.48	22.68	23.94	25.27
BI-WEEKLY	1,628.00	1,718.40	1,814.40	1,915.20	2,021.60
MONTHLY	3,540.90	3,737.52	3,946.32	4,165.56	4,396.98
ANNUAL	42,490.80	44,850.24	47,355.84	49,986.72	52,763.76

# APPENDIX E

Operative on July 1, 2003

RANGE: 2052

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.52	21.66	22.87	24.15	25.50
BI-WEEKLY	1,641.60	1,732.80	1,829.60	1,932.00	2,040.00
MONTHLY	3,570.48	3,768.84	3,979.38	4,202.10	4,437.00
ANNUAL	42,845.76	45,226.08	47,752.56	50,425.20	53,244.00

RANGE: 2075

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.75	21.91	23.13	24.42	25.78
BI-WEEKLY	1,660.00	1,752.80	1,850.40	1,953.60	2,062.40
MONTHLY	3,610.50	3,812.34	4,024.62	4,249.08	4,485.72
ANNUAL	43,326.00	45,748.08	48,295.44	50,988.96	53,828.64

RANGE: 2097

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.97	22.14	23.37	24.67	26.05
BI-WEEKLY	1,677.60	1,771.20	1,869.60	1,973.60	2,084.00
MONTHLY	3,648.78	3,852.36	4,066.38	4,292.58	4,532.70
ANNUAL	43,785.36	46,228.32	48,796.56	51,510.96	54,392.40

RANGE: 2116

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.16	22.34	23.59	24.91	26.30
BI-WEEKLY	1,692.80	1,787.20	1,887.20	1,992.80	2,104.00
MONTHLY	3,681.84	3,887.16	4,104.66	4,334.34	4,576.20
ANNUAL	44,182.08	46,645.92	49,255.92	52,012.08	54,914.40

RANGE: 2126

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.26	22.45	23.70	25.02	26.42
BI-WEEKLY	1,700.80	1,796.00	1,896.00	2,001.60	2,113.60
MONTHLY	3,699.24	3,906.30	4,123.80	4,353.48	4,597.08
ANNUAL	44,390.88	46,875.60	49,485.60	52,241.76	55,164.96

APPENDIX E

Operative on July 1, 2003

RANGE: 2187

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.87	23.09	24.38	25.74	27.18
BI-WEEKLY	1,749.60	1,847.20	1,950.40	2,059.20	2,174.40
MONTHLY	3,805.38	4,017.66	4,242.12	4,478.76	4,729.32
ANNUAL	45,664.56	48,211.92	50,905.44	53,745.12	56,751.84

RANGE: 2248

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.48	23.73	25.05	26.45	27.92
BI-WEEKLY	1,798.40	1,898.40	2,004.00	2,116.00	2,233.60
MONTHLY	3,911.52	4,129.02	4,358.70	4,602.30	4,858.08
ANNUAL	46,938.24	49,548.24	52,304.40	55,227.60	58,296.96

RANGE: 2269

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.69	23.96	25.30	26.71	28.20
BI-WEEKLY	1,815.20	1,916.80	2,024.00	2,136.80	2,256.00
MONTHLY	3,948.06	4,169.04	4,402.20	4,647.54	4,906.80
ANNUAL	47,376.72	50,028.48	52,826.40	55,770.48	58,881.60

RANGE: 2281

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.81	24.08	25.42	26.84	28.34
BI-WEEKLY	1,824.80	1,926.40	2,033.60	2,147.20	2,267.20
MONTHLY	3,968.94	4,189.92	4,423.08	4,670.16	4,931.16
ANNUAL	47,627.28	50,279.04	53,076.96	56,041.92	59,173.92

RANGE: 2285

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.85	24.12	25.46	26.88	28.38
BI-WEEKLY	1,828.00	1,929.60	2,036.80	2,150.40	2,270.40
MONTHLY	3,975.90	4,196.88	4,430.04	4,677.12	4,938.12
ANNUAL	47,710.80	50,362.56	53,160.48	56,125.44	59,257.44

# APPENDIX E

Operative on July 1, 2003

RANGE: 2330

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.30	24.60	25.97	27.42	28.95
BI-WEEKLY	1,864.00	1,968.00	2,077.60	2,193.60	2,316.00
MONTHLY	4,054.20	4,280.40	4,518.78	4,771.08	5,037.30
ANNUAL	48,650.40	51,364.80	54,225.36	57,252.96	60,447.60

RANGE: 2390

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.90	25.23	26.64	28.13	29.70
BI-WEEKLY	1,912.00	2,018.40	2,131.20	2,250.40	2,376.00
MONTHLY	4,158.60	4,390.02	4,635.36	4,894.62	5,167.80
ANNUAL	49,903.20	52,680.24	55,624.32	58,735.44	62,013.60

RANGE: 2401

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.01	25.35	26.76	28.25	29.83
BI-WEEKLY	1,920.80	2,028.00	2,140.80	2,260.00	2,386.40
MONTHLY	4,177.74	4,410.90	4,656.24	4,915.50	5,190.42
ANNUAL	50,132.88	52,930.80	55,874.88	58,986.00	62,285.04

RANGE: 2404

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.04	25.38	26.80	28.29	29.87
BI-WEEKLY	1,923.20	2,030.40	2,144.00	2,263.20	2,389.60
MONTHLY	4,182.96	4,416.12	4,663.20	4,922.46	5,197.38
ANNUAL	50,195.52	52,993.44	55,958.40	59,069.52	62,368.56

RANGE: 2410

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.10	25.44	26.86	28.36	29.94
BI-WEEKLY	1,928.00	2,035.20	2,148.80	2,268.80	2,395.20
MONTHLY	4,193.40	4,426.56	4,673.64	4,934.64	5,209.56
ANNUAL	50,320.80	53,118.72	56,083.68	59,215.68	62,514.72

# APPENDIX E

Operative on July 1, 2003

RANGE: 2423

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.23	25.58	27.01	28.52	30.11
BI-WEEKLY	1,938.40	2,046.40	2,160.80	2,281.60	2,408.80
MONTHLY	4,216.02	4,450.92	4,699.74	4,962.48	5,239.14
ANNUAL	50,592.24	53,411.04	56,396.88	59,549.76	62,869.68

RANGE: 2506

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.06	26.46	27.94	29.50	31.14
BI-WEEKLY	2,004.80	2,116.80	2,235.20	2,360.00	2,491.20
MONTHLY	4,360.44	4,604.04	4,861.56	5,133.00	5,418.36
ANNUAL	52,325.28	55,248.48	58,338.72	61,596.00	65,020.32

RANGE: 2522

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.22	26.63	28.11	29.68	31.33
BI-WEEKLY	2,017.60	2,130.40	2,248.80	2,374.40	2,506.40
MONTHLY	4,388.28	4,633.62	4,891.14	5,164.32	5,451.42
ANNUAL	52,659.36	55,603.44	58,693.68	61,971.84	65,417.04

RANGE: 2538

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.38	26.80	28.29	29.87	31.54
BI-WEEKLY	2,030.40	2,144.00	2,263.20	2,389.60	2,523.20
MONTHLY	4,416.12	4,663.20	4,922.46	5,197.38	5,487.96
ANNUAL	52,993.44	55,958.40	59,069.52	62,368.56	65,855.52

RANGE: 2541

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.41	26.83	28.33	29.91	31.58
BI-WEEKLY	2,032.80	2,146.40	2,266.40	2,392.80	2,526.40
MONTHLY	4,421.34	4,668.42	4,929.42	5,204.34	5,494.92
ANNUAL	53,056.08	56,021.04	59,153.04	62,452.08	65,939.04

APPENDIX E

Operative on July 1, 2003

RANGE: 2542

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.42	26.84	28.34	29.92	31.59
BI-WEEKLY	2,033.60	2,147.20	2,267.20	2,393.60	2,527.20
MONTHLY	4,423.08	4,670.16	4,931.16	5,206.08	5,496.66
ANNUAL	53,076.96	56,041.92	59,173.92	62,472.96	65,959.92

RANGE: 2603

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.03	27.48	29.01	30.63	32.34
BI-WEEKLY	2,082.40	2,198.40	2,320.80	2,450.40	2,587.20
MONTHLY	4,529.22	4,781.52	5,047.74	5,329.62	5,627.16
ANNUAL	54,350.64	57,378.24	60,572.88	63,955.44	67,525.92

RANGE: 2642

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.42	27.89	29.45	31.09	32.82
BI-WEEKLY	2,113.60	2,231.20	2,356.00	2,487.20	2,625.60
MONTHLY	4,597.08	4,852.86	5,124.30	5,409.66	5,710.68
ANNUAL	55,164.96	58,234.32	61,491.60	64,915.92	68,528.16

RANGE: 2663

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.63	28.11	29.68	31.33	33.08
BI-WEEKLY	2,130.40	2,248.80	2,374.40	2,506.40	2,646.40
MONTHLY	4,633.62	4,891.14	5,164.32	5,451.42	5,755.92
ANNUAL	55,603.44	58,693.68	61,971.84	65,417.04	69,071.04

RANGE: 2684

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.84	28.34	29.92	31.59	33.35
BI-WEEKLY	2,147.20	2,267.20	2,393.60	2,527.20	2,668.00
MONTHLY	4,670.16	4,931.16	5,206.08	5,496.66	5,802.90
ANNUAL	56,041.92	59,173.92	62,472.96	65,959.92	69,634.80

# APPENDIX E

Operative on July 1, 2003

RANGE: 2695

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.95	28.45	30.04	31.71	33.48
BI-WEEKLY	2,156.00	2,276.00	2,403.20	2,536.80	2,678.40
MONTHLY	4,689.30	4,950.30	5,226.96	5,517.54	5,825.52
ANNUAL	56,271.60	59,403.60	62,723.52	66,210.48	69,906.24

RANGE: 2721

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.21	28.73	30.33	32.02	33.81
BI-WEEKLY	2,176.80	2,298.40	2,426.40	2,561.60	2,704.80
MONTHLY	4,734.54	4,999.02	5,277.42	5,571.48	5,882.94
ANNUAL	56,814.48	59,988.24	63,329.04	66,857.76	70,595.28

RANGE: 2733

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.33	28.85	30.46	32.16	33.95
BI-WEEKLY	2,186.40	2,308.00	2,436.80	2,572.80	2,716.00
MONTHLY	4,755.42	5,019.90	5,300.04	5,595.84	5,907.30
ANNUAL	57,065.04	60,238.80	63,600.48	67,150.08	70,887.60

RANGE: 2749

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.49	29.02	30.64	32.35	34.15
BI-WEEKLY	2,199.20	2,321.60	2,451.20	2,588.00	2,732.00
MONTHLY	4,783.26	5,049.48	5,331.36	5,628.90	5,942.10
ANNUAL	57,399.12	60,593.76	63,976.32	67,546.80	71,305.20

RANGE: 2804

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.04	29.60	31.25	32.99	34.83
BI-WEEKLY	2,243.20	2,368.00	2,500.00	2,639.20	2,786.40
MONTHLY	4,878.96	5,150.40	5,437.50	5,740.26	6,060.42
ANNUAL	58,547.52	61,804.80	65,250.00	68,883.12	72,725.04



APPENDIX E

Operative on July 1, 2003

RANGE: 2811

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.11	29.68	31.33	33.08	34.92
BI-WEEKLY	2,248.80	2,374.40	2,506.40	2,646.40	2,793.60
MONTHLY	4,891.14	5,164.32	5,451.42	5,755.92	6,076.08
ANNUAL	58,693.68	61,971.84	65,417.04	69,071.04	72,912.96

RANGE: 2847

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.47	30.06	31.74	33.51	35.38
BI-WEEKLY	2,277.60	2,404.80	2,539.20	2,680.80	2,830.40
MONTHLY	4,953.78	5,230.44	5,522.76	5,830.74	6,156.12
ANNUAL	59,445.36	62,765.28	66,273.12	69,968.88	73,873.44

RANGE: 2873

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.73	30.33	32.02	33.81	35.70
BI-WEEKLY	2,298.40	2,426.40	2,561.60	2,704.80	2,856.00
MONTHLY	4,999.02	5,277.42	5,571.48	5,882.94	6,211.80
ANNUAL	59,988.24	63,329.04	66,857.76	70,595.28	74,541.60

RANGE: 2991

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	29.91	31.58	33.34	35.20	37.16
BI-WEEKLY	2,392.80	2,526.40	2,667.20	2,816.00	2,972.80
MONTHLY	5,204.34	5,494.92	5,801.16	6,124.80	6,465.84
ANNUAL	62,452.08	65,939.04	69,613.92	73,497.60	77,590.08

RANGE: 3148

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	31.48	33.24	35.09	37.05	39.12
BI-WEEKLY	2,518.40	2,659.20	2,807.20	2,964.00	3,129.60
MONTHLY	5,477.52	5,783.76	6,105.66	6,446.70	6,806.88
ANNUAL	65,730.24	69,405.12	73,267.92	77,360.40	81,682.56

# APPENDIX E

Operative on July 1, 2003

RANGE: 3157

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	31.57	33.33	35.19	37.15	39.22
BI-WEEKLY	2,525.60	2,666.40	2,815.20	2,972.00	3,137.60
MONTHLY	5,493.18	5,799.42	6,123.06	6,464.10	6,824.28
ANNUAL	65,918.16	69,593.04	73,476.72	77,569.20	81,891.36

RANGE: 3184

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	31.84	33.62	35.49	37.47	39.56
BI-WEEKLY	2,547.20	2,689.60	2,839.20	2,997.60	3,164.80
MONTHLY	5,540.16	5,849.88	6,175.26	6,519.78	6,883.44
ANNUAL	66,481.92	70,198.56	74,103.12	78,237.36	82,601.28

RANGE: 3436

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	34.36	36.28	38.30	40.44	42.69
BI-WEEKLY	2,748.80	2,902.40	3,064.00	3,235.20	3,415.20
MONTHLY	5,978.64	6,312.72	6,664.20	7,036.56	7,428.06
ANNUAL	71,743.68	75,752.64	79,970.40	84,438.72	89,136.72

RANGE: 3476

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	34.76	36.70	38.75	40.91	43.19
BI-WEEKLY	2,780.80	2,936.00	3,100.00	3,272.80	3,455.20
MONTHLY	6,048.24	6,385.80	6,742.50	7,118.34	7,515.06
ANNUAL	72,578.88	76,629.60	80,910.00	85,420.08	90,180.72

RANGE: 3941

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	39.41	41.61	43.93	46.38	48.97
BI-WEEKLY	3,152.80	3,328.80	3,514.40	3,710.40	3,917.60
MONTHLY	6,857.34	7,240.14	7,643.82	8,070.12	8,520.78
ANNUAL	82,288.08	86,881.68	91,725.84	96,841.44	102,249.36

APPENDIX F

Operative on January 1, 2004

CLASS CODE		TITLE	SALARY RANGE	
1513	1	Accountant I	1972	
1513	2	Accountant II	2137	
1585		Accounting Aide	1845	
9135		Administrative Hearing Officer	2350	
7267		Airports Operations Coordinator	2096	
1191	1	Archivist I	2315	
1191	2	Archivist II	2743	
2448		Art Curator	2082	
2447	1	Art Instructor I	1869	
2447	2	Art Instructor II	1972	
2447	3	Art Instructor III	2079	
2454		Arts Associate	1972	
1517	1	Auditor I	2339	
1517	2	Auditor II	2619	
1764	1	Background Investigator I	2472	
1764	2	Background Investigator II	2615	
1764	3	Background Investigator III	2960	
0567		City Attorney Administrative Coordinator I	2350	
0568		City Attorney Administrative Coordinator II	2776	
0569		City Attorney Administrative Coordinator III	3280	
0570		City Attorney Administrative Coordinator IV	4061	
0560		City Attorney Investigator II	2477	
0561		City Attorney Investigator III	2615	
0525		City Attorney Systems Analyst II	2776	
1561	1	City Interdepartmental Coordinator I	2619	
1561	2	City Interdepartmental Coordinator II	3242	
2501	1	Community Program Assistant I	1972	
2501	2	Community Program Assistant II	2160	
2501	3	Community Program Assistant III	2598	
9053		Community Services Representative	1396	
9224	1	Harbor Planning & Economic Analyst I	2933	
9224	2	Harbor Planning & Economic Analyst II	3253	
1790		Harbor Special Events Coordinator	2681	
0563		Hearing Officer City Attorney	2582	
2398		Historic Site Curator	2160	
8504		Housing Planning & Economic Analyst	2888	
1625	1	Internal Auditor I	2354	
1625	2	Internal Auditor II	2776	
1625	3	Internal Auditor III	3280	
1625	4	Internal Auditor IV	4061	
0562		Law Clerk	1563	(3)
0565		Legal Assistant	2181	
1182	1	Legislative Assistant I	3280	
1182	2	Legislative Assistant II	3540	
1539		Management Assistant	1972	
1508		Management Aide	1972	
9184	1	Management Analyst I	2354	
9184	2	Management Analyst II	2776	
2425	1	Marine Aquarium Curator I	2115	
2425	2	Marine Aquarium Curator II	2354	

APPENDIX F

Operative on January 1, 2004

CLASS CODE	TITLE	SALARY RANGE	
0576	Paralegal I	2181	
0577	Paralegal II	2721	
2473	Photography Instructor	1760	
1868	Procurement Aide	1972	
1859	1 Procurement Analyst I	2354	
1859	2 Procurement Analyst II	2776	
1550	Program Aide	1507	
1534	Program Aide Aging	1507	
1542	Project Assistant	1972	
1537	Project Coordinator	2598	
1785	1 Public Relations Specialist I	1972	
1785	2 Public Relations Specialist II	2253	
1864	1 Purchasing Specifications Analyst I	2462	
1864	2 Purchasing Specifications Analyst II	2896	
1726	1 Safety Engineering Associate I	2496	(3)
1726	2 Safety Engineering Associate II	2814	(3)
0593	Senior Hearing Officer	2803	
2385	1 Social Worker I	2354	
2385	2 Social Worker II	2776	
2385	3 Social Worker III	3280	
0602	1 Special Investigator I	2776	
0602	2 Special Investigator II	3580	
7269	1 Superintendent of Operations I	2765	
7269	2 Superintendent of Operations II	3280	
1599	Systems Aide	1972	
1596	1 Systems Analyst I	2350	(2)
1596	2 Systems Analyst II	2776	
1514	1 Tax Auditor I	2401	
1514	2 Tax Auditor II	2830	
1179	1 Tax Compliance Officer I	2190	
1179	2 Tax Compliance Officer II	2483	
1179	3 Tax Compliance Officer III	3081	
6401	Transit Aide	1972	
6402	1 Transit Analyst I	2354	
6402	2 Transit Analyst II	2776	
2495	Volunteer Coordinator	2354	
1774	Workers Compensation Analyst	2354	

APPENDIX F

Operative on January 1, 2004

RANGE: 1396

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.96	14.74	15.56	16.43	17.35
BI-WEEKLY	1,116.80	1,179.20	1,244.80	1,314.40	1,388.00
MONTHLY	2,429.04	2,564.76	2,707.44	2,858.82	3,018.90
ANNUAL	29,148.48	30,777.12	32,489.28	34,305.84	36,226.80

RANGE: 1507

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.07	15.91	16.80	17.74	18.73
BI-WEEKLY	1,205.60	1,272.80	1,344.00	1,419.20	1,498.40
MONTHLY	2,622.18	2,768.34	2,923.20	3,086.76	3,259.02
ANNUAL	31,466.16	33,220.08	35,078.40	37,041.12	39,108.24

RANGE: 1563

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.63	16.50	17.42	18.39	19.42
BI-WEEKLY	1,250.40	1,320.00	1,393.60	1,471.20	1,553.60
MONTHLY	2,719.62	2,871.00	3,031.08	3,199.86	3,379.08
ANNUAL	32,635.44	34,452.00	36,372.96	38,398.32	40,548.96

RANGE: 1760

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.60	18.58	19.62	20.71	21.86
BI-WEEKLY	1,408.00	1,486.40	1,569.60	1,656.80	1,748.80
MONTHLY	3,062.40	3,232.92	3,413.88	3,603.54	3,803.64
ANNUAL	36,748.80	38,795.04	40,966.56	43,242.48	45,643.68

RANGE: 1845

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.45	19.48	20.57	21.72	22.93
BI-WEEKLY	1,476.00	1,558.40	1,645.60	1,737.60	1,834.40
MONTHLY	3,210.30	3,389.52	3,579.18	3,779.28	3,989.82
ANNUAL	38,523.60	40,674.24	42,950.16	45,351.36	47,877.84

APPENDIX F

Operative on January 1, 2004

RANGE: 1869

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.69	19.73	20.83	21.99	23.22
BI-WEEKLY	1,495.20	1,578.40	1,666.40	1,759.20	1,857.60
MONTHLY	3,252.06	3,433.02	3,624.42	3,826.26	4,040.28
ANNUAL	39,024.72	41,196.24	43,493.04	45,915.12	48,483.36

RANGE: 1972

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.72	20.82	21.98	23.21	24.50
BI-WEEKLY	1,577.60	1,665.60	1,758.40	1,856.80	1,960.00
MONTHLY	3,431.28	3,622.68	3,824.52	4,038.54	4,263.00
ANNUAL	41,175.36	43,472.16	45,894.24	48,462.48	51,156.00

RANGE: 2079

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.79	21.95	23.17	24.46	25.82
BI-WEEKLY	1,663.20	1,756.00	1,853.60	1,956.80	2,065.60
MONTHLY	3,617.46	3,819.30	4,031.58	4,256.04	4,492.68
ANNUAL	43,409.52	45,831.60	48,378.96	51,072.48	53,912.16

RANGE: 2082

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.82	21.98	23.21	24.50	25.87
BI-WEEKLY	1,665.60	1,758.40	1,856.80	1,960.00	2,069.60
MONTHLY	3,622.68	3,824.52	4,038.54	4,263.00	4,501.38
ANNUAL	43,472.16	45,894.24	48,462.48	51,156.00	54,016.56

RANGE: 2096

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.96	22.13	23.36	24.66	26.03
BI-WEEKLY	1,676.80	1,770.40	1,868.80	1,972.80	2,082.40
MONTHLY	3,647.04	3,850.62	4,064.64	4,290.84	4,529.22
ANNUAL	43,764.48	46,207.44	48,775.68	51,490.08	54,350.64

APPENDIX F

Operative on January 1, 2004

RANGE: 2115

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.15	22.33	23.58	24.89	26.28
BI-WEEKLY	1,692.00	1,786.40	1,886.40	1,991.20	2,102.40
MONTHLY	3,680.10	3,885.42	4,102.92	4,330.86	4,572.72
ANNUAL	44,161.20	46,625.04	49,235.04	51,970.32	54,872.64

RANGE: 2137

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.37	22.56	23.82	25.15	26.55
BI-WEEKLY	1,709.60	1,804.80	1,905.60	2,012.00	2,124.00
MONTHLY	3,718.38	3,925.44	4,144.68	4,376.10	4,619.70
ANNUAL	44,620.56	47,105.28	49,736.16	52,513.20	55,436.40

RANGE: 2160

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.60	22.80	24.07	25.41	26.83
BI-WEEKLY	1,728.00	1,824.00	1,925.60	2,032.80	2,146.40
MONTHLY	3,758.40	3,967.20	4,188.18	4,421.34	4,668.42
ANNUAL	45,100.80	47,606.40	50,258.16	53,056.08	56,021.04

RANGE: 2181

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.81	23.03	24.31	25.67	27.10
BI-WEEKLY	1,744.80	1,842.40	1,944.80	2,053.60	2,168.00
MONTHLY	3,794.94	4,007.22	4,229.94	4,466.58	4,715.40
ANNUAL	45,539.28	48,086.64	50,759.28	53,598.96	56,584.80

RANGE: 2190

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.90	23.12	24.41	25.77	27.21
BI-WEEKLY	1,752.00	1,849.60	1,952.80	2,061.60	2,176.80
MONTHLY	3,810.60	4,022.88	4,247.34	4,483.98	4,734.54
ANNUAL	45,727.20	48,274.56	50,968.08	53,807.76	56,814.48

# APPENDIX F

Operative on January 1, 2004

RANGE: 2253

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.53	23.79	25.12	26.52	28.00
BI-WEEKLY	1,802.40	1,903.20	2,009.60	2,121.60	2,240.00
MONTHLY	3,920.22	4,139.46	4,370.88	4,614.48	4,872.00
ANNUAL	47,042.64	49,673.52	52,450.56	55,373.76	58,464.00

RANGE: 2315

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.15	24.44	25.80	27.24	28.76
BI-WEEKLY	1,852.00	1,955.20	2,064.00	2,179.20	2,300.80
MONTHLY	4,028.10	4,252.56	4,489.20	4,739.76	5,004.24
ANNUAL	48,337.20	51,030.72	53,870.40	56,877.12	60,050.88

RANGE: 2339

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.39	24.69	26.07	27.52	29.05
BI-WEEKLY	1,871.20	1,975.20	2,085.60	2,201.60	2,324.00
MONTHLY	4,069.86	4,296.06	4,536.18	4,788.48	5,054.70
ANNUAL	48,838.32	51,552.72	54,434.16	57,461.76	60,656.40

RANGE: 2350

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.50	24.81	26.19	27.65	29.19
BI-WEEKLY	1,880.00	1,984.80	2,095.20	2,212.00	2,335.20
MONTHLY	4,089.00	4,316.94	4,557.06	4,811.10	5,079.06
ANNUAL	49,068.00	51,803.28	54,684.72	57,733.20	60,948.72

RANGE: 2354

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.54	24.85	26.24	27.70	29.24
BI-WEEKLY	1,883.20	1,988.00	2,099.20	2,216.00	2,339.20
MONTHLY	4,095.96	4,323.90	4,565.76	4,819.80	5,087.76
ANNUAL	49,151.52	51,886.80	54,789.12	57,837.60	61,053.12



# APPENDIX F

Operative on January 1, 2004

RANGE: 2401

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.01	25.35	26.76	28.25	29.83
BI-WEEKLY	1,920.80	2,028.00	2,140.80	2,260.00	2,386.40
MONTHLY	4,177.74	4,410.90	4,656.24	4,915.50	5,190.42
ANNUAL	50,132.88	52,930.80	55,874.88	58,986.00	62,285.04

RANGE: 2462

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.62	25.99	27.44	28.97	30.59
BI-WEEKLY	1,969.60	2,079.20	2,195.20	2,317.60	2,447.20
MONTHLY	4,283.88	4,522.26	4,774.56	5,040.78	5,322.66
ANNUAL	51,406.56	54,267.12	57,294.72	60,489.36	63,871.92

RANGE: 2472

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.72	26.10	27.56	29.10	30.72
BI-WEEKLY	1,977.60	2,088.00	2,204.80	2,328.00	2,457.60
MONTHLY	4,301.28	4,541.40	4,795.44	5,063.40	5,345.28
ANNUAL	51,615.36	54,496.80	57,545.28	60,760.80	64,143.36

RANGE: 2477

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.77	26.15	27.61	29.15	30.78
BI-WEEKLY	1,981.60	2,092.00	2,208.80	2,332.00	2,462.40
MONTHLY	4,309.98	4,550.10	4,804.14	5,072.10	5,355.72
ANNUAL	51,719.76	54,601.20	57,649.68	60,865.20	64,268.64

RANGE: 2483

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.83	26.21	27.67	29.21	30.84
BI-WEEKLY	1,986.40	2,096.80	2,213.60	2,336.80	2,467.20
MONTHLY	4,320.42	4,560.54	4,814.58	5,082.54	5,366.16
ANNUAL	51,845.04	54,726.48	57,774.96	60,990.48	64,393.92

APPENDIX F

Operative on January 1, 2004

RANGE: 2496

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.96	26.35	27.82	29.37	31.01
BI-WEEKLY	1,996.80	2,108.00	2,225.60	2,349.60	2,480.80
MONTHLY	4,343.04	4,584.90	4,840.68	5,110.38	5,395.74
ANNUAL	52,116.48	55,018.80	58,088.16	61,324.56	64,748.88

RANGE: 2582

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.82	27.26	28.78	30.38	32.07
BI-WEEKLY	2,065.60	2,180.80	2,302.40	2,430.40	2,565.60
MONTHLY	4,492.68	4,743.24	5,007.72	5,286.12	5,580.18
ANNUAL	53,912.16	56,918.88	60,092.64	63,433.44	66,962.16

RANGE: 2598

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.98	27.43	28.96	30.57	32.27
BI-WEEKLY	2,078.40	2,194.40	2,316.80	2,445.60	2,581.60
MONTHLY	4,520.52	4,772.82	5,039.04	5,319.18	5,614.98
ANNUAL	54,246.24	57,273.84	60,468.48	63,830.16	67,379.76

RANGE: 2615

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.15	27.61	29.15	30.78	32.50
BI-WEEKLY	2,092.00	2,208.80	2,332.00	2,462.40	2,600.00
MONTHLY	4,550.10	4,804.14	5,072.10	5,355.72	5,655.00
ANNUAL	54,601.20	57,649.68	60,865.20	64,268.64	67,860.00

RANGE: 2619

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.19	27.65	29.19	30.82	32.54
BI-WEEKLY	2,095.20	2,212.00	2,335.20	2,465.60	2,603.20
MONTHLY	4,557.06	4,811.10	5,079.06	5,362.68	5,661.96
ANNUAL	54,684.72	57,733.20	60,948.72	64,352.16	67,943.52

APPENDIX F

Operative on January 1, 2004

RANGE: 2681

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.81	28.30	29.88	31.55	33.31
BI-WEEKLY	2,144.80	2,264.00	2,390.40	2,524.00	2,664.80
MONTHLY	4,664.94	4,924.20	5,199.12	5,489.70	5,795.94
ANNUAL	55,979.28	59,090.40	62,389.44	65,876.40	69,551.28

RANGE: 2721

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.21	28.73	30.33	32.02	33.81
BI-WEEKLY	2,176.80	2,298.40	2,426.40	2,561.60	2,704.80
MONTHLY	4,734.54	4,999.02	5,277.42	5,571.48	5,882.94
ANNUAL	56,814.48	59,988.24	63,329.04	66,857.76	70,595.28

RANGE: 2743

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.43	28.96	30.57	32.27	34.07
BI-WEEKLY	2,194.40	2,316.80	2,445.60	2,581.60	2,725.60
MONTHLY	4,772.82	5,039.04	5,319.18	5,614.98	5,928.18
ANNUAL	57,273.84	60,468.48	63,830.16	67,379.76	71,138.16

RANGE: 2765

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.65	29.19	30.82	32.54	34.35
BI-WEEKLY	2,212.00	2,335.20	2,465.60	2,603.20	2,748.00
MONTHLY	4,811.10	5,079.06	5,362.68	5,661.96	5,976.90
ANNUAL	57,733.20	60,948.72	64,352.16	67,943.52	71,722.80

RANGE: 2776

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.76	29.31	30.94	32.67	34.49
BI-WEEKLY	2,220.80	2,344.80	2,475.20	2,613.60	2,759.20
MONTHLY	4,830.24	5,099.94	5,383.56	5,684.58	6,001.26
ANNUAL	57,962.88	61,199.28	64,602.72	68,214.96	72,015.12

# APPENDIX F

Operative on January 1, 2004

RANGE: 2803

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.03	29.59	31.24	32.98	34.82
BI-WEEKLY	2,242.40	2,367.20	2,499.20	2,638.40	2,785.60
MONTHLY	4,877.22	5,148.66	5,435.76	5,738.52	6,058.68
ANNUAL	58,526.64	61,783.92	65,229.12	68,862.24	72,704.16

RANGE: 2814

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.14	29.71	31.37	33.12	34.97
BI-WEEKLY	2,251.20	2,376.80	2,509.60	2,649.60	2,797.60
MONTHLY	4,896.36	5,169.54	5,458.38	5,762.88	6,084.78
ANNUAL	58,756.32	62,034.48	65,500.56	69,154.56	73,017.36

RANGE: 2830

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.30	29.88	31.55	33.31	35.17
BI-WEEKLY	2,264.00	2,390.40	2,524.00	2,664.80	2,813.60
MONTHLY	4,924.20	5,199.12	5,489.70	5,795.94	6,119.58
ANNUAL	59,090.40	62,389.44	65,876.40	69,551.28	73,434.96

RANGE: 2888

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.88	30.49	32.19	33.98	35.87
BI-WEEKLY	2,310.40	2,439.20	2,575.20	2,718.40	2,869.60
MONTHLY	5,025.12	5,305.26	5,601.06	5,912.52	6,241.38
ANNUAL	60,301.44	63,663.12	67,212.72	70,950.24	74,896.56

RANGE: 2896

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.96	30.57	32.27	34.07	35.97
BI-WEEKLY	2,316.80	2,445.60	2,581.60	2,725.60	2,877.60
MONTHLY	5,039.04	5,319.18	5,614.98	5,928.18	6,258.78
ANNUAL	60,468.48	63,830.16	67,379.76	71,138.16	75,105.36

APPENDIX F

Operative on January 1, 2004

RANGE: 2933

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	29.33	30.97	32.70	34.52	36.44
BI-WEEKLY	2,346.40	2,477.60	2,616.00	2,761.60	2,915.20
MONTHLY	5,103.42	5,388.78	5,689.80	6,006.48	6,340.56
ANNUAL	61,241.04	64,665.36	68,277.60	72,077.76	76,086.72

RANGE: 2960

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	29.60	31.25	32.99	34.83	36.77
BI-WEEKLY	2,368.00	2,500.00	2,639.20	2,786.40	2,941.60
MONTHLY	5,150.40	5,437.50	5,740.26	6,060.42	6,397.98
ANNUAL	61,804.80	65,250.00	68,883.12	72,725.04	76,775.76

RANGE: 3081

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	30.81	32.53	34.34	36.25	38.27
BI-WEEKLY	2,464.80	2,602.40	2,747.20	2,900.00	3,061.60
MONTHLY	5,360.94	5,660.22	5,975.16	6,307.50	6,658.98
ANNUAL	64,331.28	67,922.64	71,701.92	75,690.00	79,907.76

RANGE: 3242

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	32.42	34.23	36.14	38.16	40.29
BI-WEEKLY	2,593.60	2,738.40	2,891.20	3,052.80	3,223.20
MONTHLY	5,641.08	5,956.02	6,288.36	6,639.84	7,010.46
ANNUAL	67,692.96	71,472.24	75,460.32	79,678.08	84,125.52

RANGE: 3253

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	32.53	34.34	36.25	38.27	40.40
BI-WEEKLY	2,602.40	2,747.20	2,900.00	3,061.60	3,232.00
MONTHLY	5,660.22	5,975.16	6,307.50	6,658.98	7,029.60
ANNUAL	67,922.64	71,701.92	75,690.00	79,907.76	84,355.20

APPENDIX F

Operative on January 1, 2004

RANGE: 3280

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	32.80	34.63	36.56	38.60	40.75
BI-WEEKLY	2,624.00	2,770.40	2,924.80	3,088.00	3,260.00
MONTHLY	5,707.20	6,025.62	6,361.44	6,716.40	7,090.50
ANNUAL	68,486.40	72,307.44	76,337.28	80,596.80	85,086.00

RANGE: 3540

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	35.40	37.37	39.45	41.65	43.97
BI-WEEKLY	2,832.00	2,989.60	3,156.00	3,332.00	3,517.60
MONTHLY	6,159.60	6,502.38	6,864.30	7,247.10	7,650.78
ANNUAL	73,915.20	78,028.56	82,371.60	86,965.20	91,809.36

RANGE: 3580

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	35.80	37.80	39.91	42.14	44.49
BI-WEEKLY	2,864.00	3,024.00	3,192.80	3,371.20	3,559.20
MONTHLY	6,229.20	6,577.20	6,944.34	7,332.36	7,741.26
ANNUAL	74,750.40	78,926.40	83,332.08	87,988.32	92,895.12

RANGE: 4061

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	40.61	42.87	45.26	47.78	50.44
BI-WEEKLY	3,248.80	3,429.60	3,620.80	3,822.40	4,035.20
MONTHLY	7,066.14	7,459.38	7,875.24	8,313.72	8,776.56
ANNUAL	84,793.68	89,512.56	94,502.88	99,764.64	105,318.72